



Supply Discrepancy Report (SDR) Application

User Guide
01 October 2025

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Supply Discrepancy Report (SDR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system. All “CUI” or “FOUO” markings are intended for instructional use of the system to highlight features. No material within this document is Controlled Unclassified Information.

REFERENCES

- NAVSUP P723 – Navy Inventory Integrity Procedures
- DLM 4000.25, Ch. 17 – Supply Discrepancy Reporting

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Supply Discrepancy Report (SDR) module. The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>

Getting Access

- **First Time Users**
First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

NSLC Portsmouth Help Desk

NSLC Portsmouth Help Desk Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

Additional Resources available on the NSLC Portsmouth Homepage

[FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

[Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

[Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

ACCESS LEVELS

Access to the functionality of the SDR application is determined by the User's Access Level. PDREP has several Access Levels for the SDR application:

<u>Role</u>	<u>Functions</u>
No Access	If a user does not have access to the SDR module, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the SDR module. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the SDR module. Provides functionality to create and edit SDR records entered by or assigned to the individual.
Management	User is permitted to search and view data in the SDR module. Provides functionality to create and edit any SDR record associated with a DODAAC that is also registered to the user's profile.

1 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (see **Figure 1.1**). You may not see all the options listed depending on your level of access.

**Please refer to PDREP User Access Request and Login Procedures.*

This system contains CUI



Product Data Reporting and Evaluation Program

Welcome, [Home](#) • [Help](#) ▶
Last Logon: OCT 30, 2023 01:52 PM
[User Profile](#) ▶ • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
ADMIN Links ▶	Record Type	Record Control Number	Last Accessed Date/Time
SPPI Bulletins (SB) ▶			
Customer Service Request (CSR) ▶			
Material Inspection Record (MIR) ▶			
Product Quality Deficiency Report (PQDR)▶			
QALI/Letter of Delegation (LOD) ▶			
Receipt Inspection Management System (RIMS) ▶			
Supplier Audit & Assessments (SAA) ▶			
Supply Action Module (SAM)▶			
Supply Discrepancy Report (SDR) ▶			
SEARCHES			
CAGE ▶			
DODAAC ▶			
External Links ▶			
FSC ▶			
GIDEP ▶			
NAVSUP Level I/SUBSAFE Stock Search ▶			
NSN ▶			
PDREP Search			
Requisition ▶			
Routing Identifier Code ▶			
UII Search			
User Search▶			
REPORTS			
Contractor Profile			
Material Profile			
DCIS Summary Report			

DB Stat

Available Connections: 46
Borrowed Connections: 29
Total Connections: 75
Connections Created: 75
Connections Closed: 0
Abandoned Connections: 0
Pending Requests: 0
Remaining Pool Capacity: 125
Peak Connections: 73
Peak Connection Wait Time (msec): 86848
Average Borrowed Connections: 23
Average Connection Wait Time (msec): 0
Cumulative Connections Borrowed: 17988775

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 1.1

1.1 Finding the Fly Outs

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (see **Figure 1.2**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) web application interface. At the top, a green banner reads "This system contains CUI". Below this is the PDREP logo and the full name of the program. The user is logged in as "Welcome," with a last logon time of "OCT 30, 2023 01:52 PM". Navigation links for "Home" and "Help" are visible, along with "User Profile" and "Logout" options.

The main navigation area is divided into several sections:

- APPLICATIONS:** A list of application categories including ADMIN Links, SPPI Bulletins (SB), Customer Service Request (CSR), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Receipt Inspection Management System (RIMS), Supplier Audit & Assessments (SAA), Supply Action Module (SAM), and Supply Discrepancy Report (SDR). The SDR link is currently selected, showing a dropdown menu.
- SEARCHES:** A list of search options including Ad hoc Reports, Advanced SDR Search, Basic Report, Create New SDR, DLA-Depot Control Number Search, RCN Search, WebSDR Number Search, and Worklist.
- REPORTS:** A list of report types including Contractor Profile, Material Profile, and DCIS Summary Report.

On the right side of the interface, there are two summary tables:

Recently Accessed Record(s)		
Record Type	Record Control Number	Last Accessed Date/Time

DB Stat	
Available Connections:	46
Borrowed Connections:	29
Total Connections:	75
Connections Created:	75
Connections Closed:	0
Abandoned Connections:	0
Pending Requests:	0
Remaining Pool Capacity:	125
Peak Connections:	73
Peak Connection Wait Time (msec):	86848
Average Borrowed Connections:	23
Average Connection Wait Time (msec):	0
Cumulative Connections Borrowed:	17988775

At the bottom of the page, the version and build date are displayed: "PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023".

Figure 1.2

1.2 Selecting the Fly Outs

Selecting either of the sub-links will allow the user to go directly to that page within the application (see **Figure 1.2**).

2 FINDING AND VIEWING AN SDR

The SDR Worklist is used to filter the list of SDRs based on the user's role, record status, DODAAC, and User Code.

2.1 Accessing the SDR Worklist

To access the SDR Worklist, select the Worklist sub-link from the 'Supply Discrepancy Report (SDR)' fly-out menu (see **Figure 2.1**).

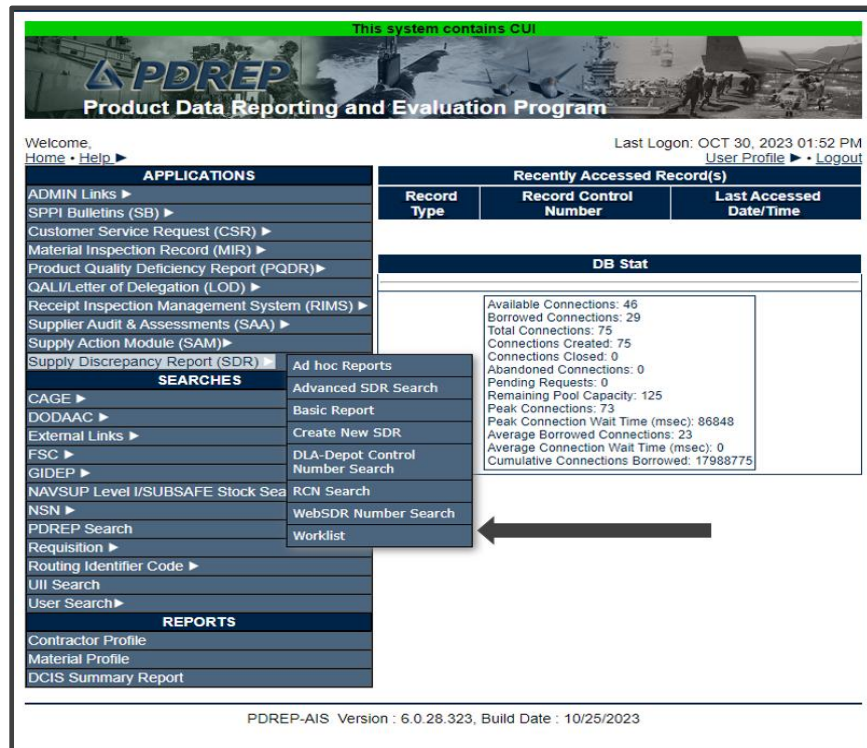


Figure 2.1

If already working in the SDR module, the user may access the SDR worklist screen by selecting the 'SDR Worklist' tab (see **Figure 2.2**).

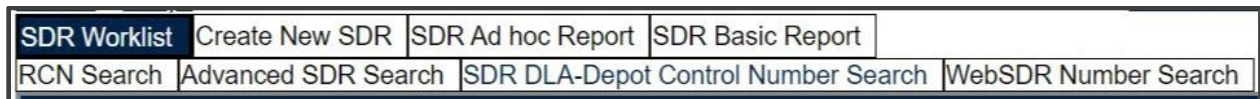


Figure 2.2

After selecting the SDR Worklist link using one of the above methods, the Worklist page will display (see **Figure 2.3**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

[SDR Worklist](#) | [Create New SDR](#) | [SDR Ad hoc Report](#) | [SDR Basic Report](#)
[RCN Search](#) | [Advanced SDR Search](#) | [SDR DLA-Depot Control Number Search](#) | [WebSDR Number Search](#)

SDR WorkList

Instructions
(M) denotes a mandatory field
 1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code
 2. Select Worklist option.
 3. Click **Search**

Show Worklist For:
From Date:
DODAAC:
Sort:

Status:
To Date:
User Code:
Organization Code:

or select from your personalized SDR Worklists below

To use previously saved Worklists:
 1. Select the worklist from **my Worklists**
 2. Click **Open my Worklist**
 3. To create a new worklist select **Create New Worklist**
 4. To delete previously saved worklist select **Manage my Worklists**

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 2.3

2.2 Finding, & Managing Existing SDRs

2.2.1 Viewing the Worklist

After logging into PDREP, click on SDR Worklist or Search tabs and follow the on-screen instructions to locate previously entered SDRs. The user’s primary DODAAC and User Code are auto-populated in the search parameters on the Worklist page, but may be adjusted depending on the desired scope of the search (see **Figure 2.3**).

Worklist search parameters:

- **Show Worklist For:** “Originator” is the default selection. If you are the Action Point, open the drop-down menu to select “Action Point”. The “Support Point” option should not be used.
- **Status:** The following options are available.

- **Current Worklist:** SDRs currently awaiting action by either the Originator or the Action Point as set by the “Show Worklist For” field, and further filtered by DODAAC and/or User Code. This is the default selection.
 - For “Originator”, the query will return (1) SDRs still in draft status, and (2) SDRs that have received final disposition and require completion or cancellation.
 - For “Action Point”, the query will return any SDRs that (1) require disposition, and (2) have been returned to the Action Point after reconsideration.
- **All:** All SDRs, in any status, associated with the searched-for DODAAC and/or User Code.
- **Open:** All SDRs that have not been either closed or cancelled, associated with the searched-for DODAAC and/or User Code.
- **Under Reconsideration:** SDRs that are under appeal, from the Originator to the Action Point, after having received a final reply from the Action Point.
- **Closed:** SDRs that have received a final reply from the Action Point and have been closed by the Originator.
- **Cancelled:** SDRs that have been cancelled by the Originator.
- **From Date/To Date:** The date range defaults to a three-year span dating back from the current date. These fields may be adjusted as necessary to widen or narrow the scope of the search.
- **DODAAC:** This field is auto-filled with the primary DODAAC associated with the user’s profile. If a user acts as an Originator or Action Point for multiple DODAACs, it may be necessary to adjust this field or leave it blank.
- **User Code:** This field is auto-filled with the user code assigned to the user’s profile. This field may be left blank to perform a DODAAC-wide record search.
- **Sort:** The Worklist search results may be sorted by the categories available in this drop-down menu. Results are also sortable in ascending or descending order by clicking on the search result column headers.
- **Organization Code:** An alternative search option that identifies records based on organizational keyword.

NOTE: *Worklist searches require at least one of the following search parameters to be entered: DODAAC, User Code, or Organization Code. The recommended method is to search by DODAAC or User Code, or a combination of both.*

Follow the on screen instructions to search for records. To view or edit a record, click on the RCN link under the RCN column. This will take you to the SDR View page.

Figure 2.4

A. The results of an SDR Worklist search contain:

- **RCN (Report Control Number):** The unique PDREP control number for the SDR.
- **View:** Hyperlink allowing the user to view the SDR in a separate window as Standard Form 364.
- **Requisition Number:** Sometimes referred to as the Document Number.
- **Initiator:** PDREP User ID of the person who submitted the SDR.
- **Originator DODAAC:** The Department of Defense Address Activity Code associated with the Originator’s user profile.
- **Problem Type:** Describes the type of discrepant report and the type of shipment involved.
- **NSN:** The National Stock Number of the SDR subject item.
- **Condition Code:** Condition code that the subject material is placed in by the submitter. This may be the suspended Condition Code rather than the Condition Code on DD Form 1348-1/1149 (optional).
- **Prep Date:** Date the SDR was prepared by the Originator.
- **Originator Release Date:** Date the Originator sent the record to the Action Point.

- **Action Point DODAAC:** The Department of Defense Address Activity Code of the action point.
- **Action Point Due Date:** Date by which the Action Point is required to respond.
- **Action Point Response Date:** If the Action Point has responded, this field contains the date on which that occurred.
- **Organization Code:** Organization or office code of the originator.
- **Material Management Code / LRC/IM:** Navy or Marine Corp material manager or Local Routing Code (LRC) or Item Manager (IM).
- **Reconsideration Date:** Date that the Originator resubmitted the SDR to the Action Point for appeal.
- **Last Follow-up:** Displays the date a tracer email was last sent to the Action Point.
- **Overdue:** Days the Action Point is late on their response based on the difference between the current date and the Action Points Due Date. The typical due date for an Action Point response is 50 days, however this may vary depending on specific conditions the SDR may meet.
- **Send Follow-up:** This function becomes available when the Action Point response becomes overdue (see **Figure 2.4**). Click the 'Send' hyperlink and follow the instructions to send the follow-up notice to the Action Point. This function is only available to the originator of the record.
- **Delete:** This option is only available if the record is still in draft form, and has not been released to the Action Point. To delete a record, click on the 'Delete' link that appears in the row of the unreleased record. Follow the on screen pop up instructions to cancel the action or proceed with the record's deletion. This function is only available to the originator of the draft record.

NOTE: *The RCN will appear red if the SDR has been released to the Action Point, and over 45 days have passed without action.*

2.2.2 Creating a New Worklist

Worklists may be created based on specific data elements that return specialized data. They work similarly to PDREP Ad Hoc reports found in other modules but with the advantage of having direct hyperlinks to each record pulled as part of the query, allowing for users to set up worklists with more specificity than the Standard Worklist.

- A. To make a customized Worklist click on the 'Create New Worklist' button (see **Figure 2.5**). This will allow making a customized Worklist with data elements you select. Several lists may be saved.

The screenshot shows the 'SDR WorkList' interface. At the top, there are instructions: '(M) denotes a mandatory field', '1. Enter Reporting DODAAC, SDR Creator Code, Action Point DODAAC/CAGE Code, Action Point User Code, Organization Code and/or Material Management Code', '2. Select Worklist option.', and '3. Click Search'. Below the instructions are search filters: 'Show Worklist For:' with a dropdown menu set to 'ORIGINATOR', 'From Date:' with a date field '10/31/2020' and a calendar icon, 'DODAAC:' with an empty text field, and 'Sort:' with a dropdown menu set to 'DODAAC'. To the right, there are more filters: 'Status:' with a dropdown menu set to 'Current Worklist', 'To Date:' with a date field '10/31/2023' and a calendar icon, 'User Code:' with an empty text field, and 'Organization Code:' with an empty text field. Below these filters is a 'Display Standard Worklist' button. Underneath this button, the text reads 'or select from your personalized SDR Worklists below'. Below this text are instructions for using previously saved worklists: 'To use previously saved Worklists:', '1. Select the worklist from my Worklists', '2. Click Open my Worklist', '3. To create a new worklist select Create New Worklist', and '4. To delete previously saved worklist select Manage my Worklists'. At the bottom, there are two buttons: 'Create New Worklist' and 'Manage my Worklists'. A large black arrow points from the 'Create New Worklist' button to the left, towards the instructions.

Figure 2.5

- B. After selecting Create New Worklist select the desired Data Elements for the Worklist (see **Figure 2.6**).

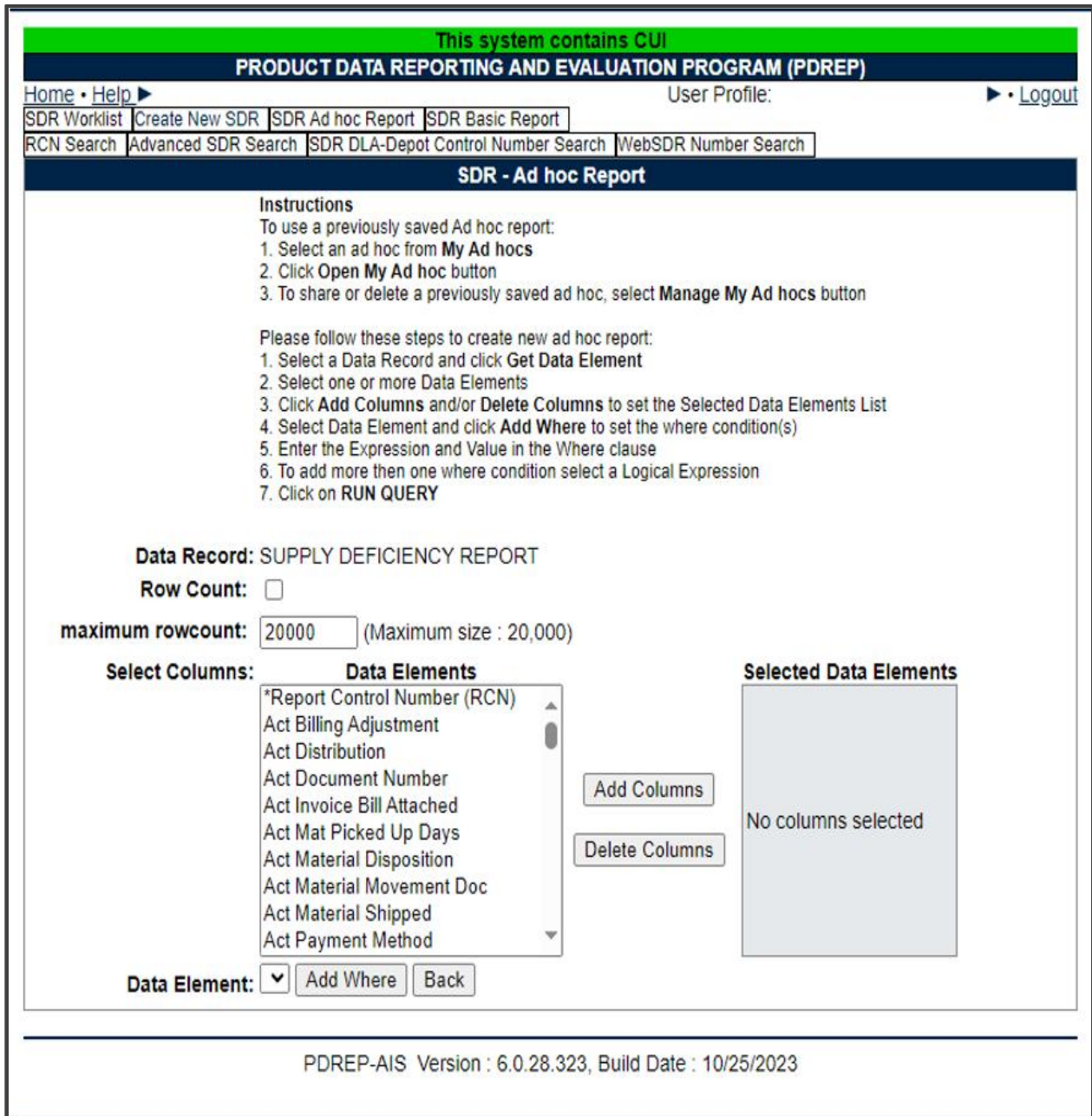


Figure 2.6

C. Selecting of Data Elements

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.

- Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selected them and clicking Delete Columns (see **Figure 2.7**).

The screenshot displays the 'SDR Ad hoc Report' interface. At the top, there is a green banner stating 'This system contains CUI' and a dark blue header for 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. Below the header, there are navigation links like 'Home • Help' and 'User Profile: Logout'. A menu bar includes options such as 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', and 'SDR Basic Report'. Search options include 'RCN Search', 'Advanced SDR Search', 'SDR DLA-Depot Control Number Search', and 'WebSDR Number Search'. The main content area is titled 'SDR Ad hoc Report' and contains instructions for using and creating reports. Below the instructions, there are controls for 'Select Data Record' (a dropdown menu set to 'Supply Discrepancy Reports' and a 'Get Data Elements' button), 'Row Count' (a checkbox), and 'maximum rowcount' (a text input set to '20000'). The 'Select Columns' section features two columns: 'Data Elements' (a list of elements like '*Report Control Number (RCN)', 'Act Billing Adjustment', etc.) and 'Selected Data Elements' (a list of selected elements like 'Action Code', 'Added Date', etc.). Between these columns are 'Add Columns' and 'Delete Columns' buttons. Below the 'Data Elements' list is a 'Data Element' dropdown menu set to 'Action Code' and an 'Add Where' button. At the bottom of the interface, the version and build date are displayed: 'PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023'.

Figure 2.7

- Data Elements can be ordered in the Selected Data Elements box by selecting data element and using the up or down arrows to the right of the box.
- Data Elements in the drop down next to the Add Where button can be used to filter the query return. The more elements used the more defined the query will be.

- After the Data Elements have been selected, select the appropriate expression and enter a value to retrieve desired report results (see **Figure 2.8**).

SDR - Ad hoc Report

Instructions
 To use a previously saved Ad hoc report:
 1. Select an ad hoc from **My Ad hocs**
 2. Click **Open My Ad hoc** button
 3. To share or delete a previously saved ad hoc, select **Manage My Ad hocs** button

Please follow these steps to create new ad hoc report:
 1. Select a Data Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select Data Element and click **Add Where** to set the where condition(s)
 5. Enter the Expression and Value in the Where clause
 6. To add more then one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Data Record: SUPPLY DEFICIENCY REPORT

Get Row Count:

Set maximum rowcount: (Maximum size : 20,000)

Select Columns:

Data Elements

- *Report Control Number (RCN)
- Act Billing Adjustment
- Act Distribution
- Act Document Number
- Act Invoice Bill Attached
- Act Mat Picked Up Days
- Act Material Disposition
- Act Material Movement Doc
- Act Material Shipped
- Act Payment Method

Add Columns

Delete Columns

Selected Data Elements

- Action Code
- Added Date
- Category
- Condition Code
- Originator Activity

∧
∨

Data Element:

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	∧	∨
Added Date	DD-MMM-YY	>=	01-JAN-22	AND	<input type="checkbox"/>	<input type="radio"/>	
Action Code	CHAR(2)	LIKE	1H	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Examples of where condition for different expressions

- CURRENT_DATE** works on DD-MMM-YY Data Types and Expressions =, <, <=, >, >=. Value should be CURRENT_DATE (today's date), or CURRENT_DATE - a number. CURRENT_DATE - 7, for example is today's date - 7 days
- For **Date Expressions with BETWEEN** operator, Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02...), MMM = Month (JAN,FEB...) and YY = year (00,01,02...)
- For **IN and NOT IN** Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
- For **LIKE and NOT LIKE** Operator, Expression should be: %XXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard

Figure 2.8

- Clicking the 'Reset' button will clear the data elements that were selected, and the "Add Where" values and expressions.
- Click the Run Query button. The query results displayed in **Figure 2.9** are the results of the query created from **Figure 2.8**. When using the Create New Worklist function, queries will be displayed with the RCN being a hyperlink to the record. The query can be downloaded in spreadsheet

format by clicking the 'here' hyperlink in the row titled "Data Download", above the search results. The query may be saved to the user's profile by clicking the Save Worklist to Profile button (see **Figure 2.9**).

Ad hoc Query Result					
<input type="button" value="Print"/> <input type="button" value="Back"/>					
<input type="button" value="Save Worklist to Profile"/>					
Row Count: 22					
Data Download: Click here to download data in spreadsheet					
Supply Discrepancy Reports - Record					
RCN	Action Code	Added Date	Category	Condition Code	Originator Activity
N45112220023	1H	03/03/2022			N45112
N45112220024	1H	03/03/2022			N45112
M3300015987654	1H	05/12/2022			N65726
N45112220082	1H	05/12/2022			N45112
SHP40022000076	1H	01/26/2022			SHP400

Figure 2.9

- 9. Clicking the 'Save Worklist to Profile' button will display the Save to Profile screen. Enter the report title in the Report Title data field and click the 'Save to Profile' button (see **Figure 2.10**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶
User Profile: ▶ • Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | SDR Basic Report

RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search | WebSDR Number Search

Save to Profile

Instructions
Please follow these steps to save Report to your Profile:
1. Enter a Report Title
2. click **Save to Profile**

To delete existing reports:
1. Check the box for the report(s) to be deleted
2. Click the **Delete** button in the header of the table

Click **Back to SDR Ad hoc** to return to previous page.

Report Title:

Existing Reports

Report Title	Last Run	Share Ad hoc	Delete
Worklist 1	10/31/2023	Worklist 1	<input type="checkbox"/>

PDREP-AIS Version : 6.0.28.323, Build Date : 10/25/2023

Figure 2.10

After saving a query to your profile, the user may open and manage their saved queries from the SDR Worklist page. To open a saved query, select the query from the drop-down list in My Worklists, then click the 'Open My Worklist' button (see **Figure 2.11**).

Figure 2.11

2.2.3 Managing Saved Worklists

A. To manage your saved worklists, click the 'Manage my Worklist' button (see **Figure 2.12**).

Figure 2.12

After clicking the 'Manage my Worklist' button the screen shown in **Figure 2.13** is displayed.

The screenshot shows a web interface with two main sections. The top section is titled "Save to Profile" and contains instructions for saving reports to a profile. Below the instructions is a text input field for "Report Title:" and two buttons: "Save to Profile" and "Back to Worklist". The bottom section is titled "Existing Reports" and contains a table with four columns: "Report Title", "Last Run", "Share Ad Hoc", and "Delete". The table has one data row with the following values: "worklist 1", "12/16/2019", "[worklist 1](#)", and an unchecked checkbox.

Report Title	Last Run	Share Ad Hoc	Delete
worklist 1	12/16/2019	worklist 1	<input type="checkbox"/>

Figure 2.13

- B. A Worklist or Ad Hoc report may be deleted by checking the box next to the report to be removed, and clicking the 'Delete' button at the top of the check box column (see **Figure 2.13**).

2.2.4 Sharing a Worklist or Ad Hoc

- A. A Worklist or Ad Hoc report may be shared with other users at your activity or at another activity by clicking the associated hyperlink under the 'Share Ad Hoc' column. After clicking the hyperlink, the Send Message page will be displayed (see **Figure 2.14**).

The screenshot shows a web interface titled "Send Message". It contains instructions for sharing a report. Below the instructions is a dropdown menu labeled "Choose Activity:" with the word "ACTIVITY" selected. At the bottom are two buttons: "Share Ad Hoc" and "Cancel".

Figure 2.14

- B. Select the activity from the Choose Activity drop down list as shown in **Figure 2.14**.
- C. After selecting the activity, a list of users from the activity will appear in the To PDREP User drop down list. Select the user, then click the 'Share Ad Hoc' button to share the report.

2.2.5 Sending a Follow-Up

This function is located on the SDR Worklist page and is available to the Originator when an Action Point response becomes overdue.

- A. Clicking the 'Send' link (when available) on the SDR Worklist page (see **Figure 2.15**) takes the user to the Send Follow-up page (see **Figure 2.16**). This link becomes available when the Action Point response becomes 5 days overdue: 31 days for Type 7 SDRs and 56 days for all other SDR types. After the initial follow-up, a maximum of two more follow-ups can be sent 31 days apart.

The screenshot shows the 'SDR WorkList' interface. At the top, there is a navigation bar with 'Home + Help' and 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. Below this are search options like 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', and 'SDR Basic Report'. The main area contains instructions for using the worklist, search filters (Show Worklist For: ORIGINATOR, From Date: 11/02/2020, DODAAC, Sort: DODAAC), and a 'Display Standard Worklist' button. A large black arrow points down towards the table below.

Below the instructions, there are buttons for 'Create New Worklist' and 'Manage my Worklists'. A table at the bottom displays worklist items with columns for RCN, View, Req No., Initiator, Originator, Problem Type, NSN, Condition Code, Prep Date, Originator Release Date, Action Point DODAAC, Action Point Due Date, Action Point Response Date, Organization Code, Material Management Code/LRC/IM, Reconsideration Date, Last Follow Up, Overdue, Send Follow Up, and Delete.

RCN	View	Req No.	Initiator	Originator	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete
N45112230164	SF-364	TESTREQ00000000	ASPAR2	N45112	7			07/11/2023			08/05/2023						89	Send	Delete
N45112230071	SF-364		ASPAR2	N45112	6			05/04/2023			06/23/2023						132	Send	Delete
N45112230072	SF-364		ASPAR2	N45112	7			05/04/2023			05/29/2023						157	Send	Delete

Figure 2.15

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER GUIDE](#) ► • [Logout](#)

SDR - Send Follow Up

Reporting Activity: N45112
 Serial Number: 190016
 Originator Email Address: @navy.mil
 Action Point Email Address: @navy.mil

Comments:

Figure 2.16

- B. Enter comments in the space provided and click the ‘Send Follow Up’ button. The Action Point will be sent a follow-up email with the comments that were entered and a record of the follow-up can be found in the SDR History (see **Figure 2.17**). A second follow up will be listed as such. Users can view the entire history of the record by clicking on the SDR History link.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: [USER GUIDE](#) ► • [Logout](#)

SDR - Send Follow Up

Reporting Activity: N45112
 Serial Number: 190016
 Originator Email Address: @navy.mil
 Action Point Email Address: @navy.mil

Comments:

Follow Up History	
Correspondence Date	Literal
01/03/2020	FOLLOW UP ACTION (FOLLOW-UP)
01/03/2020	FOLLOW UP ACTION (SECOND FOLLOW-UP)
01/03/2020	FOLLOW UP ACTION (SECOND FOLLOW-UP)
01/03/2020	FOLLOW UP ACTION (SECOND FOLLOW-UP)

Figure 2.17

2.2.6 Deleting a Draft Record

If a record is still in draft status and has not yet been released to the Action Point, the link to delete the SDR will appear for the Originator (see **Figure 2.18**). Once a record has been released to the Action Point, the option to delete the record is no longer available.

The screenshot shows the 'SDR WorkList' interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a 'User Profile' section with a 'Logout' link. Below this is a menu with options like 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', and 'SDR Basic Report'. The main content area is titled 'SDR WorkList' and contains instructions for using the system. Below the instructions are search filters: 'Show Worklist For: ORIGINATOR', 'From Date: 11/02/2020', 'DODAAC', 'Sort: DODAAC', 'Status: Current Worklist', 'To Date: 11/02/2023', 'User Code', and 'Organization Code'. There are buttons for 'Display Standard Worklist', 'Create New Worklist', and 'Manage my Worklists'. A table at the bottom shows two records with columns for RCN, View, Req No., Initiator, Originator, Problem Type, NSN, Condition Code, Prep Date, Originator Release Date, Action Point DODAAC, Action Point Due Date, Action Point Response Date, Organization Code, Material Management Code/LRC/IM, Reconsideration Date, Last Follow Up, Overdue, Send Follow Up, and Delete. A large black arrow points down from the 'Delete' column of the table.

RCN	View	Req No.	Initiator	Originator DODAAC	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete
N45112220233	SF-364	TESTTTTTTTTTTTT	ASPAR2	N45112	7			08/16/2022			09/10/2022						418	Send	Delete
N45112230010	SF-364	TESTREQ212222	ASPAR2	N45112	7			04/13/2023			05/08/2023						178	Send	Delete

Figure 2.18

2.3 SDR View

When a user navigates to an SDR from the SDR worklist or another search, the SDR View will be displayed. This view will display the information in their respective blocks, as well as display additional Supplemental Information below (See Figure 2.19 and 2.20).

This system contains CUI						
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
Home • Help ▶		User Profile: TEST (BETA) TEST ▶ • Logout				
SDR Worklist		Create New SDR	SDR Ad hoc Report	SDR Basic Report		
RCN Search		Advanced SDR Search	SDR DLA-Depot Control Number Search	WebSDR Number Search		
CHOOSE LEVEL		SDR View				
Originator Action Point		SUPPLY DISCREPANCY REPORT (SDR)	1. DATE OF PREPARATION 08/03/2023	2. REPORT NUMBER N45112-23-0103		
QUICK VIEWS		SHIPPING				
View SF-364 - PDF View Exhibit Tag SDR History		3. TO (Name and address, include ZIP Code) NAVAL SEA LOGISTICS CENTER N45112 PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000	4. FROM (Name and address, include ZIP Code) NAVAL SEA LOGISTICS CENTER N45112 PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000			
ATTACHMENTS						
View/Upload Files (0)						
EXHIBIT TRACKING						
Exhibit Tracking Create DD-1348		5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE -	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)		
		7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) N45112230103NMV		
		9. SHIPMENT BILLING , AND RECEIPT DATA			10. DISCREPANCY DATA	
(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	(c) TOTAL COST
ORDERED		0	0	8		
CIIC:						
RECEIVED		0	0	0		
(10d) DISCREPANCY CODES						
A1 - CONDITION OF STORED MATERIAL CHANGED BECAUSE OF DAMAGE.						
11. ACTION CODES						
1A - Disposition instructions for discrepant materiel requested; financial action not applicable.						
12. REMARKS						
Added by TEST (BETA) TESTIN45112 Thu Aug 03 13:37:02 EDT 2023: TEST FOR ACTION POINT.						
13. FUNDING AND ACCOUNTING DATA						
14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL TEST (BETA) TEST 207-438-6457			14b. SIGNATURE			
15. DISTRIBUTION ADDRESSES FOR COPIES						
Close Date:						
16. FROM (Action Point): NAVAL SEA LOGISTICS CENTER N45112 PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000			17. TO (Originator): NAVAL SEA LOGISTICS CENTER N45112 PORTSMOUTH NAVAL SHIPYARD BLDG 153-2 PORTSMOUTH, NH 03804-5000			
ACTION POINT RESPONSE CODES						
No Action Disposition Codes Found						
18a. REMARKS						
18b. HISTORICAL REMARKS						
NONE						
19a. NAME AND PHONE OF PREPARING OFFICIAL :						
19b. ACTION POINT RESPONSE DATE :						

STANDARD FORM 384

Figure 2.19

Supplemental Information
Problem Type: 7 : (Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT
DLA Depot Control Number: NONE
WEBSDR Tracking Number: NONE
Reconsideration Date: NONE
Condition Code: NONE

Figure 2.20

The Supplemental Information below the SDR View includes additional information, including:

- **Problem Type:** Specifies the type of SDR. i.e. Type 7 – Depot Shipment
- **DLA Depot Control Number:** An SDR Identification number used by DLA depot reporting systems.
- **WebSDR Tracking Number:** An SDR identification number used by WebSDR when an SDR is transacted outside of PDREP. Records with WebSDR numbers will have either a non-Navy or Marines Originator, or a non-Navy or Marines Action Point.
- **Reconsideration Date:** The date that an Originator sends a reconsideration to the Action Point regarding the provided disposition.
- **Condition Code:** The condition of the discrepant material reported in the SDR.

3 DETERMINING ACTION POINT & SHIPPING ACTIVITY

The correct DODAAC or RIC must be identified in order for the SDR to be routed to the proper Action Point activity or Shipper. Determining the Action Point and Shipping Activity is suggested prior to creating an SDR. If the requisition number is in PDREP reference tables, these fields will auto populate when the record is created; this information should be checked against the shipping documentation when possible.

3.1 Using the DD Form 1348-1

- A. If using a DD Form 1348-1, identify the Shipper DODAAC by the value in Block 2 Ship From. You can also use the routing identifier code (RIC) to determine the shipper, check columns 4-6 on the DD 1348-1 form (see **Figure 3.1**).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
DOC IDENT										SHIP FROM										SHIP TO																																																																															
PT 1										5										\$5.00																																																																															
24. DOC NUMBER & SUFFIX (30-44)										2020-01-03										4. M/F																																																																															
25. NATIONAL STOCK NUMBER & ADD (8-21)										1900655ALPHATEST-B										1																																																																															
26. RIC (4-6)										1111111111111B1										MATERIAL, SUPER SECRET																																																																															
27. ADDITIONAL DATA										-FT-1--5										SHIP TO:																																																																															

Figure 3.1

- B. DoD 4000.25-M Volume 2, Appendix Three discusses routing for SDRs for all services:

1. AP3.7 NAVY: AP3.7.1. For all material and supplies, other than ammunition and explosives, direct the SDR to the command directing release of the material:

Commander

Naval Air Systems Command (RIC: N21)
NAVAIRSYSCOM Headquarters
47123 Base Unit IPT
Patuxent River, MD 20670-1547

Commander

Naval Facilities Engineering Command (RIC: N25)
1322 Patterson Avenue SE Suite 1000
Washington Navy Yard DC 20374-5065
Phone: (202)685-9086 (DSN: 325-9086)

Commander

Naval Sea Systems Command (RICs: N23, N24, N29)
ATTN: SEA 05M31
Washington, DC 20363-5100

Commander

Space and Naval Warfare Systems Command (RIC: N77)
4301 Pacific Highway
San Diego, CA 92110-3127

Commanding Officer

Navy Inventory Control Point (RIC: N32)
ATTN: Code P01512.02
700 Robbins Avenue
Philadelphia, PA 19111-5098
Phone: (215)697-4858 (DSN 442)

Commanding Officer

Navy Inventory Control Point (RIC: N35)
ATTN: Code M01424
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788
Phone: (717)605-7421 (DSN 430)

2. AP3.8. MARINE CORPS. For all materials and supplies, to include arms, ammunition and explosives, originating from Marine Corps activities:

Life Cycle Management Center

Material Management Division (Code 827-1)

Marine Corps Logistics Base

814 Radford Boulevard Suite 20320

Albany, GA 31704-0320

SF 364 Instruction: Item 3 To. Include name, address, ZIP code and DoD Activity Address, DODAAC and/or Routing Identifier Code (RIC) (if assigned), and attention symbol/code of action activity. The action activity is based upon the origin of the shipment. If forwarding to the ICP, the RIC of the ICP is located in positions 67-69 of the DD Form 1348-1A. If forwarding to the Defense Distribution Depot, the RIC of the shipping depot is located in positions 4-6 of the DD Form 1348-1A. For Security Assistance discrepancy reports, refer to DoD 4000.25-M Volume 2, Appendix 3 for ILCO addresses.

4 SDR ORIGINATOR

4.1 Creating a New SDR

- A. To create a new SDR, select the 'Create New SDR' hyperlink from the Supply Discrepancy Report (SDR) fly-out menu from within the PDREP application (see **Figure 4.1**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) application interface. At the top, a green banner reads "This system contains CUI". Below this is the PDREP logo and the full name of the program. The user is logged in as "User Profile" and the last login was on "NOV 07, 2023 07:24 AM".

The main navigation area is divided into several sections:

- APPLICATIONS:** A list of application categories including ADMIN Links, SPPI Bulletins (SB), Customer Service Request (CSR), Material Inspection Record (MIR), Product Quality Deficiency Report (PQDR), QALI/Letter of Delegation (LOD), Receipt Inspection Management System (RIMS), Supplier Audit & Assessments (SAA), Supply Action Module (SAM), and Supply Discrepancy Report (SDR). The SDR option is expanded to show a fly-out menu.
- SEARCHES:** A list of search options including Ad hoc Reports, Advanced SDR Search, Basic Report, Create New SDR, DLA-Depot Control Number Search, RCN Search, WebSDR Number Search, and Worklist. A large black arrow points to the "Create New SDR" option.
- REPORTS:** A list of report types including Contractor Profile, Material Profile, and DCIS Summary Report.
- Recently Accessed Record(s):** A table with columns for Record Type, Record Control Number, and Last Accessed Date/Time.
- DB Stat:** A section for database status.

At the bottom of the page, the version and build date are listed: "PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023".

Figure 4.1

- B. If already working in the SDR module, the user may access the Create New SDR screen by selecting the 'Create New SDR' menu tab (see **Figure 4.2**).

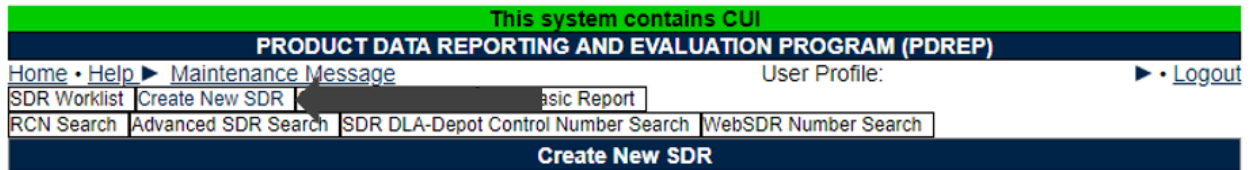


Figure 4.2

C. After either option is selected, the Create New SDR page will display (see **Figure 4.3**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► Maintenance Message User Profile: ► • Logout

SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report

RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search WebSDR Number Search

Create New SDR

Instructions
 (M) denotes a mandatory field
 1. Enter DODAAC, Year, and Serial Number.
 2. Enter Requisition Number; include suffix if available.
 3. You may optionally enter FSC and/or NIIN.
 4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
 5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
 6. Click **Create New SDR** to create SDR.

NOTE
 In order to receive financial credit from a DLA discrepant shipment:
 (1) Use the Original Document/Requisition Number from the original DD 1345-1/1149.
 (2) Wait for disposition to be provided before returning discrepant material.
 (3) Generate a PMR transaction using the Original Document/Requisition Number.

SDR information if using same serialization:
 Last Used RCN by _____ for Activity _____ : None found
 Last Used RCN for Activity _____ : None found

(M) Problem Type: 7 -(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT ▼

(M) DODAAC: _____ (M) Year: 23 (M) Serial Number: 0001

(M) RCN: _____

(M) Requisition Number: _____

FSC: _____ NIIN: _____

DoD Unique Item Identifier: Manual Entry Scan Barcodes

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 4.3

4.2 Create New SDR Page

- A. Enter initial data (see **Figure 4.3**). Data fields marked by (M) indicate mandatory fields.

Figure 4.3 Data Fields:

- **Problem Type:** Select the type of SDR from the drop down menu. Some of the options listed are only available on a restricted basis. The default selection is a SDR type '7 – Supply Customer Originated, Depot Shipment'.
- **Report Control Number (RCN):** The RCN consists of your reporting activity **DODAAC**, the **Year**, and a **Serial Number**. The DODAAC, year, and Serial Number will be auto-filled, but may be manually changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically, the RCN serial numbering sequence starts with serial number '0001' when there are no previous RCNs for the current year in PDREP.
- **Requisition Number:** Enter the 14-character Requisition Number. If the Requisition Number has a suffix, enter the suffix as the 15th character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the SDR. If a Requisition Number is not available, a Constructed Document Number may be used. See **Figure 4.11** Data Fields in **Section 4.3.2** for details. If there is no entry in this field, the user will not be permitted to move forward to the SDR Originator – Edit screen.

NOTE: *As per ADC 1411, if a constructed document number is used, credit will not be authorized.*

- **FSC and NIIN:** The FSC and NIIN can assist in auto filling additional data fields in the SDR. This information may also be entered on the following page. The FSC and NSN search tools (available under the Search menu on the PDREP home page) may assist the user identifying or confirming that the correct information is entered in these fields.
- **DoD Unique Item Identifier (UII):** Item unique identification (IUID) is a DoD requirement that enables life cycle traceability. All UII's are maintained in the DoD's Item Unique Identification Registry Database, which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are

entered into the SDR and that other similar markings or barcodes cannot be entered.

1. To add a UII manually, select the 'Manual Entry' radio button and enter the UII into the 'DoD Unique Item Identifier' field, then click the 'Add UII' button.
2. To add a UII using a scanner, select the 'Scan Barcodes' radio button, and then scan the 2D barcodes on the material or associated supply documentation.
3. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request a correction or removal of the incorrect UIIs.

NOTE: *There may be many barcodes on supply documentation, boxes, and/or material. This raises the possibility of incorrect marks being scanned that are not legitimate UIIs. This is why the UII data is verified by PDREP prior to being added to a record.*

- B. Click the 'Create New SDR' button to create the SDR. Information entered on this page will be used to pre-populate applicable data fields on the following SDR Originator – Edit page. Please be patient as the system verifies the UIIs and auto-fills the new record.

4.3 SDR Originator – Edit Page

It is extremely important to provide as much information as is available about any deficiency. Mandatory fields in SDR are marked with (M) and some additional fields may be required depending upon entries into other fields.

4.3.1 SDR Originator Data Fields

The 'SDR Originator – Edit' page is displayed in **Figure 4.4** and **Figure 4.5**. Mandatory fields are marked with (M) and indicated with arrows.

SDR Originator - Edit

Instructions
(M) denotes a mandatory field
 1. Enter/modify mandatory field(s)
 2. Enter/modify additional information if available
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
 5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
 6. To add an attachment to an SDR, click **Save Draft**, and the **Add/View Attachments** button will appear.
 7. To save the record, click **Save Draft**
 8. To forward SDR to an Action Point, click **Submit SDR**
 9. To cancel the SDR, click **Cancel SDR Record**
 10. To cancel the process, click **Back**

For Type 7 SDRs, use the Ship From DODAAC on the DD-1348 as the Block 3. To: Activity

(M)Problem Type: 7 -(Default) SUPPLY CUSTOMER ORIGINATED, DEP
 (M)SDR Type: S-SHIPPING
 Date Discrepancy Discovered:
 1. Date Of Preparation:

2. (M)Report Control Number: DODAAC Year S/N
 N45112 - 25 - 0006
 Associated FMS No:

(M)3. Action Point (To): (Enter RIC or DODAAC)
 Name:
 Address:
 Email:
 PDREP Email Addresses: <SELECT>


(M)4. Originator (From): N45112
 Name: NAVAL SEA LOGISTICS CENTER
 Address: PORTSMOUTH NAVAL SHIPYARD
 BLDG 153-2
 PORTSMOUTH, NH 03804-5000
 Email:
 PDREP Email Addresses: <SELECT>

5a. Shipper's Code: (Enter RIC or DODAAC)
 Name:
 Address:
 Email:
 PDREP Email Addresses: <SELECT>

5b. Invoice Number: Invoice Date:
 6. Transportation Document Number: (GBL, Waybill, TCN, etc.)

7a. Shipper's Number: Invoice Date:
 7b. Contract Administering Office: (Enter DODAAC)
 Name:
 Address:
 Vendor CAGE Code:
 Purchase Order Number: (Do not add dashes)
 Contract Number: (Do not add dashes)
 Delivery Order Number: (Do not add dashes)

Figure 4.4


(M)8. Requisition Number: (Do not add dashes)

9. Shipment Billing, and Receipt Data [WSIT Info] [NSN Info] **10. Discrepancy Data**

Ordered/Discrepant Material Information									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CIIC: <input type="text"/>									

Received (if NSN discrepancy or wrong item)									
Nomenclature: <input type="text"/>					Part No.: <input type="text"/>				
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


DoD Unique Item Identifier: Manual Entry Scan Barcodes


Model Number:

Return To / Ship To Location:
 Return Location Name:
 Return Location Address:

Return Email Address:
 Suspense Date:

Return Shipment Document Number/Suffix Code: (Do not add dashes)
 Replacement Shipment Document Number/Suffix Code: (Do not add dashes)


 (CM)Condition Code:


 (CM)Condition of Packaging:

Date New/Repaired/Overhauled:

New/Repaired/Overhauled:

Date Packed:

Shelf Life Expiration Date:

Figure 4.5

(M) 11. Action Codes:

(M) 12. Remarks:
 Click Append Remarks to add new information to Remarks. Click Save to keep changes

13. Funding and Accounting Data: Credit Card Indicator:
 FedMall Indicator:

Job Order: Key-Op: Fund Code: Project:

Location of Exhibit Narrative:
 (max 200 characters)

Hazardous Material:
 Material Level Code:

14a. Name and Phone No. of Preparing Official:

15. Distribution Addresses for Copies (e.g., NRRO, CPY to File):

MIR Serial Number:

Tracking & Control Data

SAC Code:
 Physical Security Code:
 Action Point Extension Date:
 Closed Out Due to Non-Response:

Figure 4.5 A

NOTE: Some fields may pre-populated based upon the Requisition Number, FSC, NIIN, and/or UII information supplied in the previous screen.

4.3.2 Explanation of Originator's Data Entry Fields

SDR Originator - Edit

Instructions
(M) denotes a mandatory field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.
5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
6. To add an attachment to an SDR, click **Save Draft**, and the **Add/View Attachments** button will appear.
7. To save the record, click **Save Draft**
8. To forward SDR to an Action Point, click **Submit SDR**
9. To cancel the SDR, click **Cancel SDR Record**
10. To cancel the process, click **Back**

(M)Problem Type: 7 -(Default) SUPPLY CUSTOMER ORIGINATED, DEP ▾
(M)SDR Type: S-SHIPPING ▾
(CM)Inspection Type: <SELECT> ▾
Date Discrepancy Discovered:
1. Date Of Preparation:
2. (M)Report Control Number: DODAAC Year S/N
N45112 - 22 - 0007
Associated FMS No:

Figure 4.6

Figure 4.6 Data Fields

- **Problem Type (M):** This field is auto populated with the problem type selected by the user on the previous screen.
- **SDR Type (M):** Select the type of SDR from the drop-down box. Select Packaging, Shipping, or Packaging\Shipping (which means both).
- **Inspection Type (CM):** Selected from the drop-down menu, the type of inspection that was performed that identified the SDR (if applicable).
- **Date Discrepancy Discovered:** The date the shipping or packaging discrepancy was discovered.
- **Date of Preparation:** The date of preparation defaults to the current date. Modify this date to an earlier date if entering the SDR from an existing paper version.
- **Report Control Number (M):** The RCN number designated in the previous screen.
- **Associated FMS No:** If generating a Foreign Military Sale (FMS) version of the SDR, enter the FMS Report Number in this field.

(M)3. Action Point (To): <input type="text"/> (Enter RIC or DODAAC) <input type="button" value="Lookup DODAAC"/>	
Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Email:	<input type="text"/>
PDREP Email Addresses:	<SELECT> <input type="button" value="Set Email"/>
(M)4. Originator (From): <input type="text" value="N45112"/> <input type="button" value="v"/>	
Name:	NAVAL SEA LOGISTICS CENTER
Address:	PORTSMOUTH NAVAL SHIPYARD
	BLDG 153-2
	PORTSMOUTH, NH 03804-5000
Email:	<input type="text"/>
PDREP Email Addresses:	<SELECT> <input type="button" value="Set Email"/>

Figure 4.7

Figure 4.7 Data Fields:

- Block 3. To (M):** This block refers to Action Point information and may be pre-populated. If it is not, enter the RIC, DODAAC or CAGE of the Action Point. The Lookup DODAAC or Lookup CAGE buttons can be used to find information for the name of the Action Point when the DODAAC or CAGE is unknown. The address information is editable and the values may be changed manually, if necessary. See Section 3, “Determining Action Point & Shipping Activity” for more information.
- Block 4. From (M):** This block refers to the Originator’s information. All users of the system have a user profile that includes the user’s primary DODAAC, and in some cases secondary DODAACs. The SDR system assumes that the user electronically originating the SDR is the intended Originator of the SDR. Therefore, the Originator DODAAC, address fields and email address are automatically populated with the primary DODAAC associated with the user’s profile. However, a user may select a secondary DODAAC from the dropdown.

5a. Shipper's Code: (Enter RIC or DODAAC)

Name:

Address:

Email:

PDREP Email Addresses:

5b. Invoice Number: Invoice Date:


6. Transportation Document Number: (GBL, Waybill, TCN, etc.)

Figure 4.8

Figure 4.8 Data Fields:

- **Block 5a. Shipper's Code:** Enter the CAGE code, RIC or DODAAC of the Shipper. The Lookup DODAAC or Lookup CAGE buttons can be used to find information for the name of the Shipper if the DODAAC or CAGE is unknown. The address information is editable. Shipper's information is not required for submission to the Action Point. See Section 3, "Determining Action Point & Shipping Activity" for more information.
- **Block 5b. Invoice Number and Invoice Date:** Enter number and date of vendor's invoice or shipper's bill number. A copy of the invoice may be attached to the SF-364. (Not applicable to packaging discrepancies.) Not required for submission to the Action Point.
- **Block 6. Transportation Document Number:** Enter the type of transportation document (GBL, CBL, manifest, waybill, insured/certified U.S. Postal Service, or transportation control and movement document (TCMD)) and the identifying number assigned to the document. This is a mandatory entry when shipment received was made via traceable means, (e.g., GBL, CBL). For U.S. SDRs involving shortages, include the following statement in Block 12 – 'Shortage has been verified as not being transportation related'.

(Purchase Order/Shipment, etc.)

7a. Shipper's Number: Invoice Date: 

7b. Contract Administering Office: (Enter DODAAC)

Name:

Address:

Vendor CAGE Code:

Purchase Order Number: (Do not add dashes)

Contract Number: (Do not add dashes)

Delivery Order Number: (Do not add dashes)

Figure 4.9

Figure 4.9 Data Field:

- Block 7a. Shipper's Number:** Add a contract or shipment number and optional date. Click 'Add Shipment No.' after entering the shipment number and date. If more than one shipment is made under the contract or requisition, add additional shipment numbers and dates. It is important to click 'Add Shipment No.' when adding shipment information to the shipment list. **Figure 4.10** demonstrates how the filled block should look after entering two shipment numbers. This is a mandatory data entry field for certain Problem Type 6-Customer Originated, Vendor Delivered SDRs.

(Purchase Order/Shipment, etc.)

7a. Shipper's Number: Invoice Date: 

Shipping Number	Shipping Date	Delete
1212121212		<input type="button" value="Delete"/>
ABCDEFG		<input type="button" value="Delete"/>

Figure 4.10

- Block 7b. Office Administering Contract:** Enter the DODAAC of the Office Administering the Contract (CAO activity which directed/arranged shipment). Click away from the field and the application will auto-populate the name and address fields with the DODAAC information. All of the address information is editable. Not required for submission to the Action Point.

(M)8. Requisition Number: ' ' XXXXXXXXXXXXXXXX (Do not add dashes)

9. Shipment Billing, and Receipt Data IHS Haystack Lookup [WSIT Info] [NSN Info]							10. Discrepancy Data		
Ordered/Discrepant Material Information									
Nomenclature: <input type="text"/>				Part No.: <input type="text"/>					
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CIIC: <input type="text"/>									
Received (If NSN discrepancy or wrong item)									
Nomenclature: <input type="text"/>				Part No.: <input type="text"/>					
Shipping, Billing and Receipt Data									
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DoD Unique Item Identifier: <input checked="" type="radio"/> Manual Entry <input type="radio"/> Scan Barcodes									
<input type="text"/> <input type="button" value="Add Ull"/>									
Model Number: <input type="text"/>									

Figure 4.11

Figure 4.11 Data Fields:

- Block 8. Requisition Number** (aka Document Number): This number should be pre-populated with the Requisition Number entered in the previous screen. If not, enter the requisitioning activity's number, (e.g., requisition, purchase request, and suffix code, if applicable). Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Only one document number will be included on each SF-364. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity must include a constructed document number as defined. When using a constructed document number in an SDR, use Block 13 to cite the fund code and bill-to/credit-to DODAAC, if different from that in the document number.
- Constructed Document Number:** A Constructed Document Number is a number created by a U.S. Government SDR initiator to be used as a pseudo-requisition number when the original number cannot be determined. This is used only to report incorrect item and shipment quantity discrepancies discovered upon opening a sealed vendor pack and is not applicable to Security Assistance purchases. It is essential that the original contract number be reflected on the SDR to expedite ICP/IMM/depot research. The 14 - 15 position constructed document number will contain the reporting activity's Department of Defense Activity Address Code (DODAAC) as the first 6 positions, followed by the current Julian date (YDDD), and a serial number beginning with U as the last 4 positions. When using a constructed document number in an SDR, include fund code and credit-to/bill-to DODAAC, if different from the document number DODAAC. Under DLMS, the U in the serial number is reported separately as a Utilization Code.

NOTE: As per ADC 1411, credit will not be authorized when a constructed document number is used.

- **Block 9. Shipment, Billing, and Receipt Data:** The NSN data is mandatory for discrepant material in the blocks grouped under the title Ordered. If reporting an NSN discrepancy, enter data for material received in error in the blocks grouped under the title Received.
- **Nomenclature:** This may be the Federal Stock Class (FSC) material description or the National Item Identification Number (NIIN) description for the material.
- **Part #:** Manufacturer's part number, if available.
- **NSN:** The National Stock Number is comprised of up to 4 elements; COG, FSC, NIIN, and SMIC. The NSN may be located in Block 5 of the DD Form 1149 or in the Item No. (b) Block of the DD Form 1149.
 - **COG:** Not required, 2-character cognizance symbol used by the Navy to provide supply management information.
 - **FSC:** Required 4 characters Federal Supply Classification code.
 - **NIIN:** Required 9 digits National Item Identification Number that identifies each item of supply used by the DoD.
 - **SMIC:** Not required, 2-character Navy Special Material Identification Code.
- **U/I (Unit of Issue):** 2-character abbreviation such as EA. Select the U/I from the dropdown list of all valid units of issue abbreviations.
- **#Shipped:** Enter quantity of items shipped or billed.
- **#Received:** Enter the quantity of items received.
- **Quantity:** Enter the discrepant quantity.
- **Unit Price:** Enter the unit price as billed or shown on shipping document. The unit price may be expressed in tenths of a cent.
- **Total Cost:** Discrepancy Total Cost = Quantity * Unit Price. This field is automatically calculated by the application. Changing either the Quantity or the Unit Price will cause this field to recalculate.
- **DoD Unique Item ID:** This field is used to add and verify the DoD Unique Item Identifier.
- **Model Number:** If applicable, the model number of the item identified in the DoD Unique Item Identifier field.

Return To / Ship To Location: (Enter DODAAC, CAGE or RIC)

Return Location Name:

Return Location Address:

Return Email Address:

Suspense Date:

Return Shipment Document Number/Suffix Code: (Do not add dashes)

Replacement Shipment Document Number/Suffix Code: (Do not add dashes)

Figure 4.12

Figure 4.12 Data Fields:

This information will be filled in by the Action Point on the Action Point response page. Action Points can also provide this information to the Originator for them to enter.

(CM)Condition Code:

(CM)Condition of Packaging:

Date New/Repaired/Overhauled New/Repaired/Overhauled

Date Packed Shelf Life Expiration Date

Figure 4.13

(CM)Condition Code:

(CM)Condition of Packaging:

- A-SERVICEABLE (ISSUABLE WITHOUT QUALIFICATIONS)
- B-SERVICEABLE (ISSUABLE WITH QUALIFICATIONS)
- C-SERVICEABLE (PRIORITY ISSUE)
- D-SERVICEABLE (TEST/MODIFICATION)
- E-UNSERVICEABLE (LIMITED RESTORATION)
- F-UNSERVICEABLE (REPARABLE)
- G-UNSERVICEABLE (INCOMPLETE)
- (M) H-UNSERVICEABLE (CONDEMNED)
- J-SUSPENDED (IN STOCK)
- K-SUSPENDED (RETURNS)
- L-SUSPENDED (LITIGATION)
- M-SUSPENDED (IN WORK)
- N-SUSPENDED (AMMUNITION SUITABLE FOR EMERGENCY COMBAT USE ONLY)
- P-UNSERVICEABLE (RECLAMATION)
- Q-SUSPENDED (QUALITY DEFICIENT EXHIBITS)
- (M) R-SUSPENDED (RECLAIMED ITEMS AWAITING CONDITION DETERMINATION)
- S-UNSERVICEABLE (SCRAP)
- T-SERVICEABLE (AMMUNITION SUITABLE FOR TRAINING USE ONLY)
- U-SERVICEABLE (LIMITED REMAINING LIFE BEFORE FAILURE)

Figure 4.14

Figure 4.13 Data fields:

- **Condition Code (CM):** Existing condition of item being reported (see **Figure 4.14**). This code is mandatory for all SDRs except in the case of shortage or non-receipt discrepancies.
- **Condition of Packaging (CM):** When applicable, the packaging of the item must be graded as being either Satisfactory or Unsatisfactory.

(M)Discrepancy Codes:

<SELECT>

▼ Add Code to List

Remove Discrepancy Code

Figure 4.15

Figure 4.15 Data Fields:

- **(M) Discrepancy Codes:** The user must enter at least one Discrepancy Code before sending an SDR to an Action Point. Discrepancy Codes describe the nature of the discrepancy. Discrepancy Codes are listed in the Discrepancy Codes drop-down box (see **Figure 4.16**).

(M)Discrepancy Codes:

-SELECT-

(M)11 A-STORAGE

B-BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY)

C-CONDITION OF MATERIAL

D-SUPPLY DOCUMENTATION

F-FINANCIAL

H-HAZARDOUS MATERIAL

L-LUMBER

M-MISDIRECTED

(N) O-OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL

CI P-PACKAGING DISCREPANCY

Q-PRODUCT QUALITY (ITEM) DEFICIENCY (SECURITY ASSISTANCE ONLY)

S-SHORTAGE OR NONRECEIPT

T-TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS)

U-Item Unique Identification (IUID) of Serially-Managed/Tracked Material

W-INCORRECT ITEM

Z-OTHER DISCREPANCIES

Figure 4.16

- A. Select a desired code category from the drop-down box and a secondary selection box displays (see **Figure 4.17**). Select the desired qualifier from this list.

(M)Discrepancy Codes:

Z-OTHER DISCREPANCIES

-SELECT-

Add Code to List

(M)11 Z1 -Other discrepancy - see remarks.

Z2 -Repetitive discrepancy. Must use in combination with other codes or describe in remarks. Not applicable to Security Assistance.

Z3 -Distribution Depot receipt not due-in.

Z4 -No record exists for document number cited on supply document. Not used by distribution depot/not applicable to Security Assistance.

Z5 -Discrepancy under DLA industrial activity support agreement recorded and corrective action taken.

Z7 -Property not authorized or not acceptable for turn-in to DLA Disposition Services.

(N) Z8 -Material unidentifiable; stock number missing or damaged.

Click Append Remarks to add new information to Remarks. Click Save to keep changes

Figure 4.17

- B. Click the 'Add Code to List' button.
- C. Enter up to three discrepancy codes, as applicable to the discrepancy.
- D. To remove a code, select the code from the list and click 'Remove Discrepancy Code' (see **Figure 4.18**).

(M) Discrepancy Codes:

-SELECT- ▼

▼

Z1 -Other discrepancy - see remarks. ▲

▼

Remove Discrepancy Code

Add Code to List

Figure 4.18

- E. If a condition exists that is not listed, use code Z1 and describe discrepancy in item (M) 12. Remarks. Code Z1 should be used sparingly. The Q Codes are only used on Security Assistance SDRs for Foreign Military Sales.
- F. Expired Shelf Life, is applicable, enter as much of the following information as possible in Block (M) 12. Remarks.

(M)11. Action Codes:

<SELECT> ▼

Add Code to List

Remove Action Code

(M)12. Remarks:

Click Append Remarks to add new information to Remarks.
Click Save to keep changes.

Append Remarks

Figure 4.19

Figure 4.19 Data Field:

- **Block (M) 11. Action Codes:** The user must select an Action Code before sending an SDR to an Action Point. Only one Action Code is permitted. A list of Action Codes is provided in the Action Code field (see **Figure 4.20**).

(M)11. Action Codes:

<SELECT>

1A-Disposition instructions for discrepant material requested; financial action not applicable.
 1B-Materiel being retained.
 1C-Supporting supply documentation requested.
 1D-Materiel still required; expedite shipment using premium transportation.
 1E-Local purchase materiel to be returned at supplier's expense unless disposition instructions to the
 1F-Replacement shipment requested.
 1G-Reshipment not required. Item to be re-requisitioned.
 1H-No action required. Information only.
 1Z-Other action requested (see remarks).
 2A-Disposition of materiel and financial adjustment (credit) requested.
 2B-Materiel being retained. Financial adjustment (debit) requested.
 2C-Technical documentation/data requested.
 2F-Materiel being held for disposition instructions, request funds citation. Not applicable to Security
 2J-Financial adjustment requested.
 2K-Evidence of shipment requested (Security Assistance only).
 2L-Request billing status (Security Assistance only)
 2Z-Additional information is being submitted off-line. Use with electronic SDR submission only.
 3A-Transshipper (aerial/water port or CCP) requests expedited response; shipment frustrated.
 3B-Discrepancy reported for corrective action and trend analysis. No reply required.
 3C-Receiving activity not authorized to accept property. Pick-up by original owner required.
 4A-MANAGER DISPOSITION REQUESTED FOR NON-MANAGER OWNED SUSPENDED STOCK PER RECEIPT SCREENING

Add Code to List

rd Indicator:

EMail Indicator:

Figure 4.20

- G. Open the drop-down menu and select a code.
- H. Click the 'Add Code to List' button to populate the Action Code field (see **Figure 4.21**).

(M)11. Action Codes:

1B-Materiel being retained. ▼

1B-Materiel being retained. ▲

Remove Action Code

(M)12. Remarks:
 Click Append Remarks to add new information to Remarks. Click Save to keep changes

Figure 4.21

NOTE: Action codes 1H or 3B are information only and will not require a response from the action point. SDRs submitted with either of these codes will close automatically upon submission.

- I. If the action needed is other than that covered by listed actions codes, use code 1Z and explain action requested in Block (M) 12. Remarks.
- J. To delete a code from the list, highlight the item and click the 'Remove Action Code' button.
- **Block (M) 12. Remarks:** A narrative entry is required in the Remarks field before sending the SDR to an Action Point. Use the Remarks field for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of labor man-hours and materials, is required. Specific data such as appearance, lot/batch number

manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Select 'Append Remarks' after entering remarks.

13. Funding and Accounting Data: Credit Card Indicator:

Job Order: Key-Op: Fund Code: Project: FedMall Indicator:

Location of Exhibit Narrative: (max 200 characters)

Hazardous Material:

Material Level Code:

14a. Name and Phone No. of Preparing Official:

15. Distribution Addresses for Copies (e.g., NRRO, CPY to File):

MIR Serial Number:

Figure 4.22

Figure 4.22 Data Entry:

- Block 13. Funding and Accounting Data:** For packaging discrepancies, the accounting/appropriation fund site may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies. Use only when a billing document such as the SF-1080, Voucher for Transfer between Appropriation and/or Funds, will not be prepared. For shipping discrepancies, used to identify the original requisition fund code to be credited when this information is not otherwise available to the action office. When using a constructed document number, used to identify the fund code and bill-to/credit-to DODAAC, if different from that in the document number cited in Block 8. The Job Order is the ten-character value found on the funding documentation for a job. The Key-Op is the three-character value assigned to a key operation within a job order. The Fund Code, Project, Location of Exhibit, Hazardous Material Code, and Material Level Code can also be entered if known. Not required for submission to the Action Point.
- Block 14a. Name, Title, and Phone No. of Preparing Official:** This is the SDR preparer's information, and is auto populated based on the user's profile.
- Block 15. Distribution Address for Copies:** A text field allowing the Originator to type in the codes to which manual distribution will be made. This field is not intended for email address information. Email information

may be entered once the Originator data entry fields are completed. Click Send Email to Action Point button.

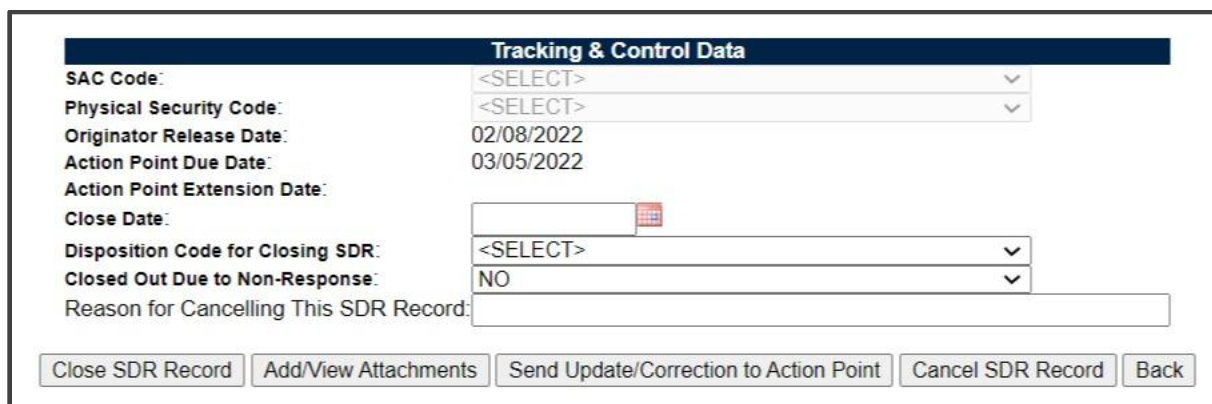
- **MIR Serial Number:** Serial number from which the SDR was created.

4.3.3 Enter Tracking & Control Data



The screenshot shows a web form titled "Tracking & Control Data". It contains four input fields: "SAC Code:" with a dropdown menu showing "<SELECT>", "Physical Security Code:" with a dropdown menu showing "<SELECT>", "Action Point Extension Date:" with a date picker icon, and "Closed Out Due to Non-Response:" with a dropdown menu showing "NO". At the bottom of the form are three buttons: "Save Draft", "Submit SDR", and "Back".

Figure 4.23 A
Before Saving



The screenshot shows the same "Tracking & Control Data" form after submission. The "SAC Code:" and "Physical Security Code:" fields remain dropdown menus with "<SELECT>". The "Originator Release Date:" field now contains the date "02/08/2022". The "Action Point Due Date:" field contains "03/05/2022". The "Close Date:" field has a date picker icon. The "Disposition Code for Closing SDR:" field is a dropdown menu with "<SELECT>". The "Closed Out Due to Non-Response:" field is a dropdown menu with "NO". The "Reason for Cancelling This SDR Record:" field is an empty text box. At the bottom, there are five buttons: "Close SDR Record", "Add/View Attachments", "Send Update/Correction to Action Point", "Cancel SDR Record", and "Back".

Figure 4.23 B
After SDR Submission

Figure 4.23 Data Fields:

- **SAC Code:** Typically used only by Marine Corps. Stores Account Code (SAC).
- **Physical Security Code:** Typically used only by Marine Corps. Physical Security Code (PSC).
- **Originator Release Date:** This date field is auto generated after the originator submits the SDR to the Action Point (this field will appear after the SDR is submitted to the Action Point).
- **Action Point Due Date:** This date field is required to electronically send the SDR to an Action Point. Click Calculate Due Date button which will compute the date based the Problem Type drop-down list box; 30 days for Type 7 and 55 days for Type 6 SDRs.

- **Action Point Extension Date:** This is an optional date field to track extensions to the original Action Point Due Date without overwriting the original Action Point Due Date.
- **Close Date:** When the Originator has received a satisfactory final reply from the Action Point and no further actions are required, the SDR should be closed by the Originator. Clicking the 'Close SDR Record' will automatically populate the 'Close Date' data field with the current date; alternatively the user may manually select a date to enter in the data field. It is the responsibility of the Originator to close the SDR record upon a satisfactory disposition from the Action Point. Electronic updates are not accepted after the record is closed.

NOTE: *Once a close out date has been selected, the user must also select a Disposition Code for Closing before clicking the 'Close SDR Record' button.*

- **Disposition Code for Closing SDR:** A disposition code must be selected by the Originator before the record is able to be closed. One of the following closing codes must be selected.
 - **410:** SDR closed. Disposition action complete.
 - **411:** SDR closed. SDR closed due to zero balance on record.
 - **412:** SDR closed. Material disposition could not be completed due to zero balance at storage location.
- **Closed Out Due to Non-Response:** Selecting Yes or No allows metrics to be taken on SDRs that never receive an adequate response from the Action Point.
- **Reason for Cancelling this SDR Record:** If the Originator decides to cancel the record, a reason for cancellation must be recorded in this data field before the SDR record can be cancelled.

NOTE: *The act of cancelling an SDR cannot be undone!*

4.3.4 Button Functionality Before SDR Submission

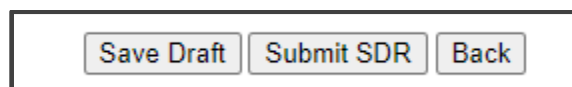


Figure 4.24 A
New SDR

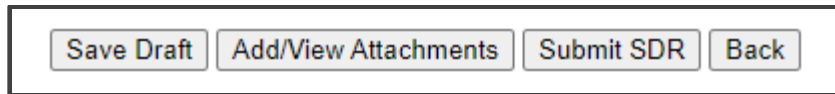


Figure 4.24 B
After Saving as Draft

Figure 4.24 Button Functionality:

Buttons available on the Create New/ Edit SDR form are described below.

- **Save Draft:** Allows an Originator to save a draft or incomplete SDR before sending it to an Action Point. Click the 'Save Draft' button at any time to save the current data. The system will not validate the data as long as the Originator Release Date block is blank. When the Originator's Release Date is entered, the SDRs mandatory fields and logic are validated. Clicking the 'Save Draft' button saves the record as a draft when the Originator's Release Date is NOT entered.
- **Submit SDR:** Saves and validates the SDR data, and submits the SDR to the designated Action Point for processing.
- **Back:** The 'Back' button returns you to the previous screen. If data was not saved using the 'Save Draft' button, any data entered on the page will NOT be saved. If the 'Save Draft' button is clicked, data entered will be retained.
- **Add/View Attachments:** The 'Add/View Attachment' button allows uploading, viewing and deleting of attachments. This button becomes available after first saving the SDR as a draft. See **Section 7.3** for more information, or refer to the user guide "Attaching a File in PDREP", available on the Guides and Manuals page on the PDREP website.

4.4 Button Functionality After SDR Submittal

Tracking & Control Data	
SAC Code:	<SELECT> ▾
Physical Security Code:	<SELECT> ▾
Originator Release Date:	02/08/2022
Action Point Due Date:	03/05/2022
Action Point Extension Date:	
Reconsideration Date:	Save and Submit Reconsideration to Action Point
Close Date:	<input type="text" value=""/>
Disposition Code for Closing SDR:	<SELECT> ▾
Closed Out Due to Non-Response:	NO ▾
Reason for Cancelling This SDR Record:	<input type="text" value=""/>

Close SDR Record Add/View Attachments Send Update/Correction to Action Point Cancel SDR Record Back

Figure 4.25

4.4.1 Closing an SDR

The Originator is responsible for closing the SDR record upon either the final disposition by the Action Point, or due to non-response from the Action Point. One of the following closing disposition codes must be selected from the “Disposition Code for Closing SDR” drop-down menu by the Originator to close the SDR record:

- **410:** SDR closed. Disposition action complete.
- **411:** SDR closed. SDR closed due to zero balance on record.
- **412:** SDR closed. Material disposition could not be completed due to zero balance at storage facility.

A Close Date is also required when closing a SDR record. The ‘Close Date’ data field will automatically be populated with the current date when the ‘Close SDR Record’ button is clicked; alternatively, the user may manually select a different close date if necessary.

4.4.2 Add/View Attachments

The ‘Add/View Attachment’ button allows uploading, viewing and deleting of attachments. See **Section 7.3** for more information or refer to the user guide “Attaching a File in PDREP”, available on the Guides and Manuals page on the PDREP website.

4.4.3 Send Update/Correction to Action Point

After the SDR has been submitted to the Action Point, the Originator is able to edit and make additions to certain data fields to provide corrections or updates to the Action Point as necessary. The Originator may also use this function to correspond with the Action Point.

- A. After making any necessary corrections or updates, click the ‘Send Update/Correction to Action Point’ button.
- B. The user will be navigated to a correspondence page (see **Figure 4.26**). The Originator has the option of including other email addresses to the correspondence, as well as attaching a message.
- C. Clicking the ‘Send Now’ button will send the update or correction to the Action Point and any others copied to the email message.

Email SDR to Action Point

This email will be sent to: @navy.mil

CC's will be sent to: ACTIVITY

Type a CC Email Address:

Enter any text that you wish to be sent with this email

Figure 4.26

NOTE: *If the Originator finds it necessary to make corrections to data fields that are locked, it may be necessary to cancel the record and submit a new SDR.*

4.4.4 Cancelling an SDR

If it is discovered that an SDR is no longer valid or appropriate and should be withdrawn, the Originator may cancel the record. After cancellation, no further updates to the record are permitted. To cancel an SDR, take the following steps (see **Figure 4.27** and **Figure 4.28**).

- A. On the Originator Edit page, enter the reason for cancelling the SDR in the associated text box, as shown near the bottom of **Figure 4.27**.
- B. Click the 'Cancel SDR Record' button. This will automatically enter a Disposition Code of 143 (SDR canceled by submitter) on the Action Point response code.
- C. A pop-up notification generates to confirm the decision to cancel the SDR (see **Figure 4.28**). Clicking 'OK' will cancel the record. This action cannot be undone and will also serve to close out the SDR.

Tracking & Control Data	
SAC Code:	<SELECT>
Physical Security Code:	<SELECT>
Originator Release Date:	02/08/2022
Action Point Due Date:	03/05/2022
Action Point Extension Date:	
Close Date:	
Disposition Code for Closing SDR:	<SELECT>
Closed Out Due to Non-Response:	NO
Reason for Cancelling This SDR Record:	

Figure 4.27

14a. Name and Address: beta.pdrep.csd.disa.mil says

15. Distribution Address (e.g., NRR):

MI

If you are sure you want to cancel this SDR record, enter the reason in the Reason for SDR Cancel field then click OK.

Tracking & Control Data	
SAC Code:	
Physical Security Code:	
Originator Release Date:	11/29/2021
Action Point Due Date:	01/18/2022
Action Point Extension Date:	11/30/2021
Close Date:	
Disposition Code for Closing SDR:	<SELECT>
Closed Out Due to Non-Response:	NO
Reason for Cancelling This SDR Record:	

Figure 4.28

NOTE: Once a record has been cancelled, any further editing or updating of the cancelled record is prohibited. An exception is provided for an Action Point reply code of 101 or 118, indicating a debit or credit to the Originator.

4.4.5 Back

Clicking the 'Back' button will return the user to the previous screen. Any unsaved data will be lost.

4.4.6 Submitting a Reconsideration

Figure 4.29

After the Action Point submits a final reply, the Originator has the option to appeal the disposition decision. A reconsideration button will become available on the SDR Originator – Edit form, allowing the Originator to submit a reconsideration (see **Figure 4.29**). Submission of a reconsideration requires the Originator to provide a reason or justification in the Remarks text field.

4.4.7 Following Up on an Overdue SDR

Sending a follow up reminder to the Action Point on overdue SDR is done by locating the SDR record from the Worklist page, and clicking the ‘Send’ hyperlink associated with the record (see **Figure 4.30**). For detailed instructions see **Section 2.2**.

RCN	View	Req No.	Initiator	Originator DODAAC	Problem Type	NSN	Condition Code	Prep Date	Originator Release Date	Action Point DODAAC	Action Point Due Date	Action Point Response Date	Organization Code	Material Management Code/LRC/IM	Reconsideration Date	Last Follow Up	Overdue	Send Follow Up	Delete
SF-364		TESTTTTTTTTTTTTT		N45112	7			08/16/2022			09/10/2022						423	Send	Delete
SF-364		TESTREQ2122222		N45112	7			04/13/2023			05/08/2023						183	Send	Delete
SF-364				N45112	7			07/13/2023			08/07/2023						92	Send	Delete

Figure 4.30

5 SDR ACTION POINT

5.1 Entering an Action Point Reply

In order to determine which SDRs require an Action Point response, an Action Point can navigate to the SDR Worklist and select **Action Point** from the 'Show Worklist For' field and search by their User Code and/or DODAAC. From the results of the Worklist, an Action Point user can select an SDR RCN and will be directed to the SDR View base page for that record.

Accessing the Action Point edit page to provide a response to an Originator can be done by clicking 'Action Point', located on the left side of the screen beneath the "Choose Level" header, from the SDR View base page (see **Figure 5.1**).

This system contains CUI						
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)						
Home • Help		User Profile:			Logout	
SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search WebSDR Number Search						
CHOOSE LEVEL		SDR View				
Originator		Y		1. DATE OF PREPARATION		2. REPORT NUMBER
Action Point		REPORT(SDR)		05/11/2021		
QUICK VIEWS		3. TO (Name and address, include ZIP Code)		4. FROM (Name and address, include ZIP Code)		
View SF-364 - PDF						
View Exhibit Tag						
SDR History						
ATTACHMENTS		5a. SHIPPER'S NAME		5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
View/Upload Files (0)						
EXHIBIT TRACKING		7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)
Exhibit Tracking						
Create DD-1348						
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA		
(a) NSN/PART NUMBER AND NOMENCLATURE	(b) UNIT OF ISSUE	(c) QUANTITY SHIPPED/BILLED	(d) QUANTITY RECEIVED	(a) QUANTITY	(b) UNIT PRICE	(c) TOTAL COST
ORDERED						
SW		0	0	1		
CIIC:						
RECEIVED		0	0	0		
(10d) DISCREPANCY CODES						
P202 - INTERMEDIATE CONTAINER INADEQUATE, INCORRECT, OVERSIZED, OR OMITTED.						
11. ACTION CODES						
2A - Disposition of materiel and financial adjustment (credit) requested.						
12. REMARKS						
Added by Tue May 11 11:00:56 EDT 2021: TARGET JOHN						
13. FUNDING AND ACCOUNTING DATA						
14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL				14b. SIGNATURE		
15. DISTRIBUTION ADDRESSES FOR COPIES						

Figure 5.1

NOTE: The access levels available under the “Choose Level” menu will depend on the user’s access levels relative to the record being displayed.

The “SDR Action Point Data Entry” page display is shown in **Figure 5.2**.

The screenshot shows the 'SDR Action Point Data Entry' page. At the top, a green banner reads 'This system contains CUI'. Below it, a dark blue header contains 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The navigation bar includes 'Home • Help', 'User Profile:', and 'Logout'. A menu of options is visible: 'SDR Worklist', 'Create New SDR', 'SDR Ad hoc Report', 'SDR Basic Report', 'RCN Search', 'Advanced SDR Search', 'SDR DLA-Depot Control Number Search', and 'WebSDR Number Search'. The main content area is titled 'SDR Action Point Data Entry' and displays the following information: 'RCN: NSN: -SW', 'Problem: 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT', and 'SDR Location: ORIGINATOR FROM ACTION POINT'. Below this, there are sections for 'Action Point - Editable Fields' (with a note that data can be entered via links), 'Blocks 16 - 19', 'View/Add Notes or Reference Briefs', 'Release SDR' (with sub-links for 'Redirect to New Action Point DODAAC' and 'Send Final Reply to Originator'), and 'Send Message To' (with sub-links for 'Originator' and 'Other'). A left-hand sidebar contains sections: 'CHOOSE LEVEL' (with 'Originator' and 'Action Point' options), 'QUICK VIEWS' (with 'View SF-364 - PDF', 'View Exhibit Tag', and 'SDR History'), 'ATTACHMENTS' (with 'View/Upload Files (0)'), and 'EXHIBIT TRACKING' (with 'Exhibit Tracking' and 'Create DD-1348'). The footer of the page reads 'PDREP-AIS Version : 6.0.28.357, Build Date : 11/07/2023'.

Figure 5.2

Click the ‘Blocks 16 – 19’ hyperlink to go to the “SDR Action Point” edit screen (see **Figure 5.3** and **Figure 5.4**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: [Logout](#)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

Report Number:
View: SF-364 (HTML)

SDR Action Point

Instructions
(M) denotes a mandatory field
 1. Enter/modify Action Point field(s) if available
 2. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 3. Click **Save**
 4. Click **Email Closing Actions to Originator** to send email
 5. To cancel the process, click **Back**

16. From (Action Point):

Email:

17. To(Originator):

(M)Problem Type:

SDR Type:

(CM)Inspection Type:

Condition Code:

Condition of Packaging:

Shipper's Number:

Shipping Number	Shipping Date	Delete
------------------------	----------------------	---------------

CAGE Code:

Contract Number:

Date New/Repaired/Overhauled	New/Repaired/Overhauled
<input type="text"/> <input type="button" value="v"/>	<input type="text" value="<SELECT>"/> <input type="button" value="v"/>
Date Packed	Shelf Life Expiration Date
<input type="text"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="v"/>

Figure 5.3

Return To / Ship To Location: (Enter DODAAC, CAGE or RIC)

Return Location Name:

Return Location Address:

Return Email Address:

Suspense Date:

Return Shipment Document Number/Suffix Code: (Do not add dashes)

Replacement Shipment Document Number/Suffix Code: (Do not add dashes)

(M)Action Point Response Codes:

DLA Cause Codes:

18. Remarks: Enter Remarks and Click Save to keep changes.

19a. Name and Phone Number of Preparing Official:

19b. Action Point Response Date:

19c. Close Date: Originator has chosen to disallow the Action Point from closing

Figure 5.4

NOTE: On an actual record, Block 16 – From (Action Point), and Block 17 – To (Originator) (see **Figure 5.3**) will be prepopulated with data based on information entered by the Originator when the record was initially created.

The data fields available to the Action Point are:

- **Action Point Response Codes (Mandatory):** Codes for the Action Point to select to send an interim or final reply. Upon choosing a general response category, the ‘Show Detail’ button will appear. The specific response code can then be selected and added to the SDR. The Action Point should also provide remarks as needed (see **Figure 5.5**, **Figure 5.6**).

(M)Action Point Response Codes: <SELECT> Show Detail

DLA Cause Codes: <SELECT>

18. Remarks:

- 100-FINANCIAL RESOLUTION, MATERIAL DISPOSITION INSTRUCTIONS, OR OTHER APPROPRIATE INFORMATION
- 200-ADDITIONAL INFORMATION RELEVANT TO SECURITY ASSISTANCE
- 300-DISTRIBUTION DEPOT STATUS ON SDRS FORWARDED TO THE OWNER/MANAGER FOR ACTION
- 400-INDICATES THE SDR HAS BEEN CLOSED FOR THE REASON PROVIDED
- 500-INDICATES AN INTERIM REPLY
- 600-INDICATE AN ICP REPLY
- 700-INDICATES SDR REJECTION
- 800-PROVIDES ADDITIONAL REJECTION NOTICES RELEVANT TO SECURITY ASSISTANCE
- 900-INTENDED FOR SYSTEM/APPLICATION USE IN PROCESSING TRANSACTIONS

Figure 5.5

(M)Action Point Response Codes: 100-FINANCIAL RESOLUTION, MATERIAL DISPOSITI Show Detail

DLA Cause Codes: 101-Credit recommended/authorized Add Code to List

18. Remarks:

- 101-Credit recommended/authorized
- 102-Credit not authorized.
- 103-Discrepancy report receipt acknowledgment.
- 104-Additional clarification required from submitter; see remarks.
- 105-Forward material received to address shown. Must use traceable and most economical means availabl
- 106-Forward material received to contractor address shown. Must use traceable and most economical mea
- 107-Forward materiel to address shown for inspection/exhibit analysis (must use traceable and most economical means available).
- 108-Forward materiel to contractor address shown for inspection/exhibit analysis (must use traceable and most economical means available).
- 109-Credit authorized by source of supply/item manager for repackaging costs.
- 110-Disposal authorized in accordance with local procedures.
- 111-Disposal authorized, monetary reimbursement from contractor.
- 112-Disposal authorized, contractor will provide replacement.
- 113-Provide disposal documentation to address shown.
- 114-Provide disposal documentation by date indicated to address shown. Credit will be authorized upon
- 115-Turn in material received to Defense Reutilization and Marketing Office (DMRO).
- 116-Turn in hazardous material received to Defense Reutilization and Marketing Office (DMRO). MIPR pr
- 117-Material will be billed if not returned by date indicated.
- 118-Debit authorized for material retained.
- 119-Retain material received at no charge.
- 120-Retain material with consideration from contractor.

one Number of Preparing Official:

19b. Action Point Response Date:

19c. Close Date:

Save and Exit Back

Figure 5.6

- **Block 18. Remarks:** Action Point remarks are disposition instructions provided by the Action Point to the Originator.
- **Block 19a. Name and Phone Number of Preparing Official:** The contact information of the Action Point. *Upon clicking 'Send Reply and Exit', this field will be auto populated based upon the user's PDREP profile.*
- **Block 19b. Action Point Response Date:** Action Point response date is date disposition is provided from Action Point to the Originator. *Upon clicking 'Send Reply and Exit', this field will be auto populated based upon the current date.*

Other optional fields that may be edited by the Action Point are:

- **Block 16. Action Point email:** SDR may be assigned to a new Action Point within the same DODAAC.
- **Material Management Code and Email:** The Material Management Code can be used when the Action point DODAAC is a USMC DODAAC. Select the Material Management Code from the drop down and click the Set Email Code button. This sets the Material Management Code and updates the Action Point email to the appropriate USMC Material Manager.

After filling in all of the mandatory fields and optional fields as necessary, the reply can be sent back to the Originator for review. If the record contains a WebSDR Tracking Number and originated from WebSDR, the record will be returned to the WebSDR Originator. Clicking the 'Save' button without an Action Point Response date saves the record as a draft and the record will not be returned to the Originator.

5.2 Action Point Functions

5.2.1 Save and Exit

Allows the Action Point to save a draft or incomplete response before sending it back to the Originator.

5.2.2 Send Interim/Final Reply and Exit

Upon selecting and adding an Action Point Response Code to the record, the reply button becomes available. If an interim reply code is selected, the button will read 'Send Interim Reply and Exit'. If a final reply code is selected, the button will read 'Send Final Reply and Exit'. Clicking this button will auto populate the data fields for "Name and Number of Preparing Official" (based upon the user's profile), and "Action Point Response Date", and return the SDR to the Originator for disposition.

5.2.3 Back

The 'Back' button returns the user to the previous screen without saving any new data that was entered by the Action Point.

5.3 Redirecting the SDR

If a Type 7 or R SDR was misrouted to you or your DODAAC, you can correct this by using the 'Redirect to a New Action Point' button. This will remove the SDR from your Worklist and place it on the Worklist of the person and organization you select (see **Figure 5.7**). Click the 'Redirect to a New Action Point' button, the redirect web page will appear (see **Figure 5.8**).

CHOOSE LEVEL		SDR Action Point Data Entry	
Originator		RCN: N45112200017	NSN: BB-1111-111111111-B1
Action Point		Problem: 7-(Default) SUPPLY CUSTOMER ORIGINATED, DEPOT SHIPMENT	
		SDR Location: ACTION POINT FROM ORIGINATOR	
QUICK VIEWS		Action Point - Editable Fields	
View SF-364 - HTML		You may enter Action Point data by selecting the links below.	
View SF-364 - PDF		Blocks 16 - 19	
View Exhibit Tag		View/Add Notes or Reference Briefs	
View DLA-1227 (HTML)		Release SDR	
View DLA-1227 (PDF)		Redirect to New Action Point DODAAC	
SDR History		Send email reply to Originator	
ATTACHMENTS		Send Message To	
View/Upload Files (0)		Originator Support Point Other	
EXHIBIT TRACKING			
Exhibit Tracking			
Create DD-1348			

Figure 5.7

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.	
Report Number: M98808-200001	
View: SF-364 (HTML)	
Redirect SDR to New Action Point	
This email will be sent to:	@navy.mil
CC's will be sent to:	ACTIVITY <input type="text"/> <input type="button" value="Get List"/>
Type a CC Email Address:	<input type="text"/> <input type="button" value="Add CC: to List"/>
Enter any text that you wish to be sent with this email	
<input type="text"/>	
<input type="button" value="Send Now"/>	<input type="button" value="Back"/>

Figure 5.8

- A. Select a DODAAC you desire to make the new action point from the 'Choose Action Activity' Drop down selection. Then select a person from the drop down directly below the DODAAC you just selected; that person will be assigned to become the Action Point POC for the SDR. Click the 'Forward SDR' button and the SDR is now assigned to a new person and/or DODAAC and will appear on their work list.

- B. Once the SDR is forwarded an email is also sent to the new action point alerting them that they have been assigned a new SDR for action.
- C. Click the 'Back' button to exit the redirect function and return to the previous web page.

6 ADDITIONAL SDR FUNCTIONALITY

6.1 RCN Search

The SDR Search tab allows a user to search using a complete or partial report number or requisition number. Follow the on-screen instructions to search for records. A successful SDR search is displayed in **Figure 6.1**.

SDR RCN Search screen

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► Maintenance Message User Profile: ► • Logout

SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report

RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search WebSDR Number Search

SDR - RCN Search

Instructions
(M) denotes a mandatory field
1. Enter at least the first 8 characters of your search

(M) RCN Number/Requisition Number:

Search

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 6.1

To view or edit a record, click on the report number link under the Report No. column. This will take you to the record.

- A. Search using a DODAAC in the Reporting Activity and at least two characters of the Serial Number. Any record containing the DODAAC and the first two or more characters of the serial number entered will be returned in the results.
- B. Search using a Requisition number. The Requisition Number must be at least eight characters long to do a partial search. Any record containing the first eight or more characters entered will be returned in the results. The DODAAC and Serial Number blocks should be blank.

6.2 Basic Report

To access report functions, click the SDR Basic Report tab (see **Figure 6.2**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► Maintenance Message User Profile: ► • Logout

SDR Worklist | Create New SDR | SDR Ad hoc Report | **SDR Basic Report**

RCN Search | Advanced SDR Search | SDR DLA-Depot Control Number Search | WebSDR Number Search

SDR - Basic Report

Instructions
 (M) denotes a mandatory field
 1. Enter mandatory field(s)
 2. Optionally enter a SDR Creator Code
 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar
 4. Click **Search**

(M) Reporting DODAAC:

SDR Creator Code:

(M) Start Date:

(M) End Date:

(M) Status: All Open SDRs ▼

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 6.2

- A. This page allows for filtering of SDR records by Reporting DODAAC, SDR Creator Code, Start Date, End Date and various Status options (see **Figure 6.3**).

(M) Status: **All Open SDRs**

- Resolved
- Outstanding
- Initiated
- Cancelled
- PDR Closed Out
- P 90 Days Old
- 120 Days Old
- 180 Days Old

Figure 6.3

- B. Enter the desired search criteria and click the Search button. Results are displayed in a Worklist format (see **Figure 6.4**).

SDR Worklist	Create New SDR	SDR Ad Hoc Report	SDR Basic Report									
RCN Search	Advanced SDR Search	SDR DLA-Depot Control Number Search										
SDR - Basic Report												
<p>Instructions (M) denotes a mandatory field 1. Enter mandatory field(s) 2. Optionally enter a SDR Creator Code 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. Click Search</p>												
(M) Reporting DODAAC: <input type="text" value="n45112"/> SDR Creator Code: <input type="text"/> (M) Start Date: <input type="text" value="01/03/2019"/> <input type="button" value="Calendar"/> (M) End Date: <input type="text" value="01/03/2020"/> <input type="button" value="Calendar"/> (M) Status: All Open SDRs <input type="button" value="v"/> <input type="button" value="Search"/>												
Total Rows: 17												
Worklist Download: Click here to download data in spreadsheet												
RCN	Requisition Number	NSN	TYPE	Originator DODAAC	Prep Date	Originator Release Date	Action Point Dodaac	Action Point Due Date	Action Point Resp Date	Rebuttal/Resubmittal Date	Close Date	Overdue
N45112190001	RHOPPERTTEST0108		SHIPPING	N45112	01/08/2019	01/08/2019	N45112	03/09/2019				300
N45112190002	N4511212345678901234		SHIPPING	N45112	02/25/2019			04/26/2019				252 days over
N45112190003	TESTTESTTEST02281405		SHIPPING	N45112	02/28/2019	02/28/2019	N45112	04/29/2019				249
N45112190004	TESTTESTTEST02281601		SHIPPING	N45112	02/28/2019	02/28/2019	N45112	04/29/2019				249

Figure 6.4

C. The results of the basic report contain the following fields:

- **RCN:** The unique PDREP Report Control Number for the SDR.
- **Requisition Number:** Sometimes referred to as the Document Number.
- **NSN:** National Stock Number entered on the SDR.
- **Type:** Type of SDR submitted (Shipping, Packaging, or Both).
- **Originator DODAAC:** DODAAC of the Originating Activity.
- **Prep Date:** Date the SDR was prepared by the Originator.
- **Originator Release Date:** Date the Originator released the record to the Action Point.
- **Action Point DODAAC:** DODAAC of the Action Point.
- **Action Point Due Date:** Date by which the Originator expects the Action Point to respond.
- **Action Point Response Date:** If the Action Point has responded, this field contains the Action Point's Response Date.
- **Rebuttal/Resubmittal Date:**
- **Close Date:** Date SDR was Closed.
- **Overdue:** Days the Action Point is late on their response based on the current date and the Action Point Due Date.

6.3 Advanced SDR Search Tab

The Advanced SDR Search tab expands the search criteria available (see **Figure 6.5**).

Figure 6.5

6.4 SDR DLA-Depot Control Number Search

The search will allow Users to find SDR's using the DLA-Depot Control number (see **Figure 6.6**).

Figure 6.6

Records returned by the search may be viewed by clicking the RCN hyperlink (see **Figure 6.7**)

RCN	Depot Control Number	Requisition Number	SDR Creator Code	Prep Date	Update Activity/User	Update Date
				11/12/2008	S36121	07/29/2020

Figure 6.7

6.5 WebSDR Number Search

If the SDR has been transacted with the WebSDR system, it will have a WebSDR number associated with the record. Using the WebSDR Number Search, SDRs with these numbers are searchable within the PDREP database (see **Figure 6.8**). This tool functions in the same way that the RCN search tool operates; enter a partial (minimum of 7 characters) or full WebSDR number into the search bar and click 'Search'.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report

RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search **WebSDR Number Search**

SDR - WebSDR Number

Instructions
(M) denotes a mandatory field
1. Enter the beginning of the WebSDR number

(M) WebSDR Number:

Search

PDREP-AIS Version : 6.0.28.357, Build Date : 11/07/2023

Figure 6.8

Records returned by the search may be viewed by clicking the RCN hyperlink (see **Figure 6.9**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: TEST (BETA) TEST ▶ • Logout

SDR Worklist Create New SDR SDR Ad hoc Report SDR Basic Report

RCN Search Advanced SDR Search SDR DLA-Depot Control Number Search **WebSDR Number Search**

SDR - WebSDR Number

Instructions
(M) denotes a mandatory field
1. Enter the beginning of the WebSDR number

(M) WebSDR Number:

Search

Total Rows: 2
RCN Search Download: Click here to download data in Microsoft Excel format

RCN	WebSDR Number	Depot Control Number	Requisition Number	SDR Creator Code	Prep Date	Update Activity/User	Update Date
	20232280006			WEBSDR	08/16/2023		
	20232280011			WEBSDR	08/16/2023		

PDREP-AIS Version : 6.0.29.652, Build Date : 02/14/2024

Figure 6.9

7 SDR BASE PAGE TOOLS/FUNCTIONALITY

7.1 Choose Level

The links in the Choose Level section of the SDR Base Page provides a hyperlink to the specific roles associated with SDR module. Selecting the role will open the SDR Data Entry page for that role.

7.2 Quick Views

The links in the Quick Views section of the SDR Base Page provide a way to quickly review the various forms associated with a SDR as follows:

- **View SF-364 PDF:** Displays the SDR Report in a new window as an Adobe Acrobat PDF document. This PDF version is representative of the paper report and is suitable for printing.
- **SDR History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject SDR. The text of all e-mail messages will display on the History page.

7.3 Attachments

When viewing an existing SDR record, click the 'View/Upload Files' link to see any files that have been attached to the SDR to date. The number of currently attached files will appear in parentheses. To attach new files (functionality is dependent on user's access level), click the View/Upload Files link and then click Add Attachments and follow the instructions on the page.

This system contains CUI			
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)			
Home • Help ▶		User Profile: ▶ • Logout	
SDR Worklist		Create New SDR	
RCN Search		SDR Ad hoc Report	
Advanced SDR Search		SDR Basic Report	
SDR DLA-Depot Control Number Search		WebSDR Number Search	
CHOOSE LEVEL	SDR View		
Originator	SUPPLY DISCREPANCY REPORT(SDR)		
Action Point	SHIPPING	1. DATE OF PREPARATION 01/03/2023	2. REPORT NUMBER
QUICK VIEWS	3. TO (Name and address, include ZIP Code)		
View SF-364 - PDF	4. FROM (Name and address, include ZIP Code)		
View Exhibit Tag			
SDR History			
ATTACHMENTS	View/Upload Files (0)		
EXHIBIT TRACKING	←		
Exhibit Tracking	5a. SHIPPER'S NAME	5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
Create DD-1348	7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)

Figure 7.1

When creating a new SDR record, the ability to attach a file becomes available after clicking 'Save Draft' (see Figure 7.2) Can be found at the bottom of the Originator's Edit page.

Save Draft	Add/View Attachments	Submit SDR	Back
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Figure 7.2

- A. Click the 'Add/View Attachments' button. The Upload Attachment Listing page will load as shown in Figure 7.3. This page will list any attachments that have been uploaded.

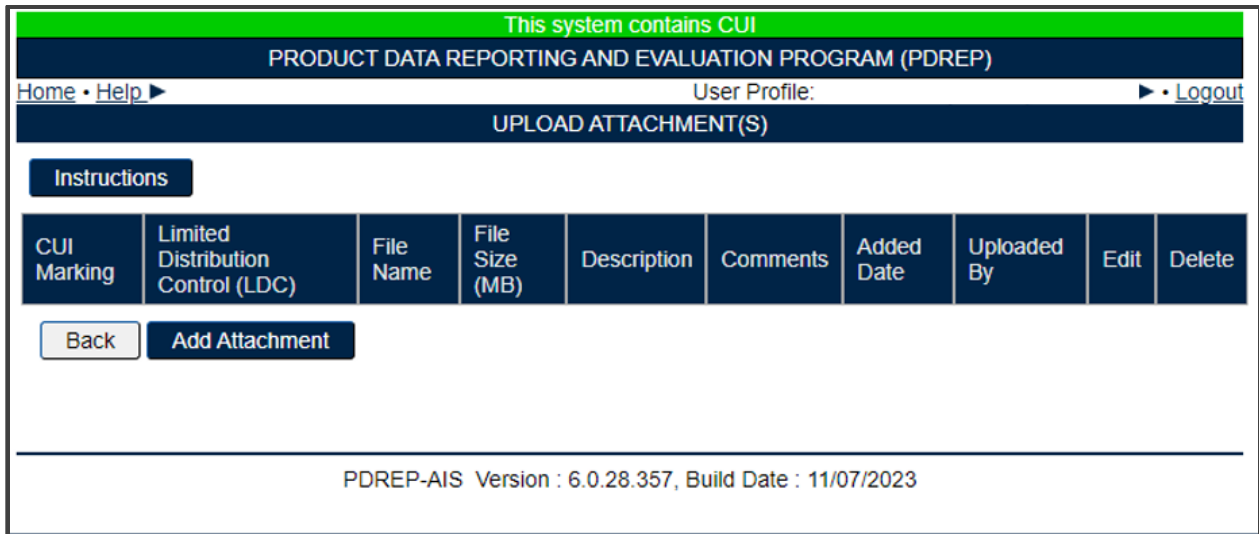


Figure 7.3

- B. Once 'Add Attachment' is selected, the tool for selecting files to upload will be displayed (see **Figure 7.4**). Files may be dragged and dropped into the light-grey shaded area, or manually selected using the 'Select Files' button. Once the file or files have been selected, click the 'Upload Attachments' button to attach them to the record.

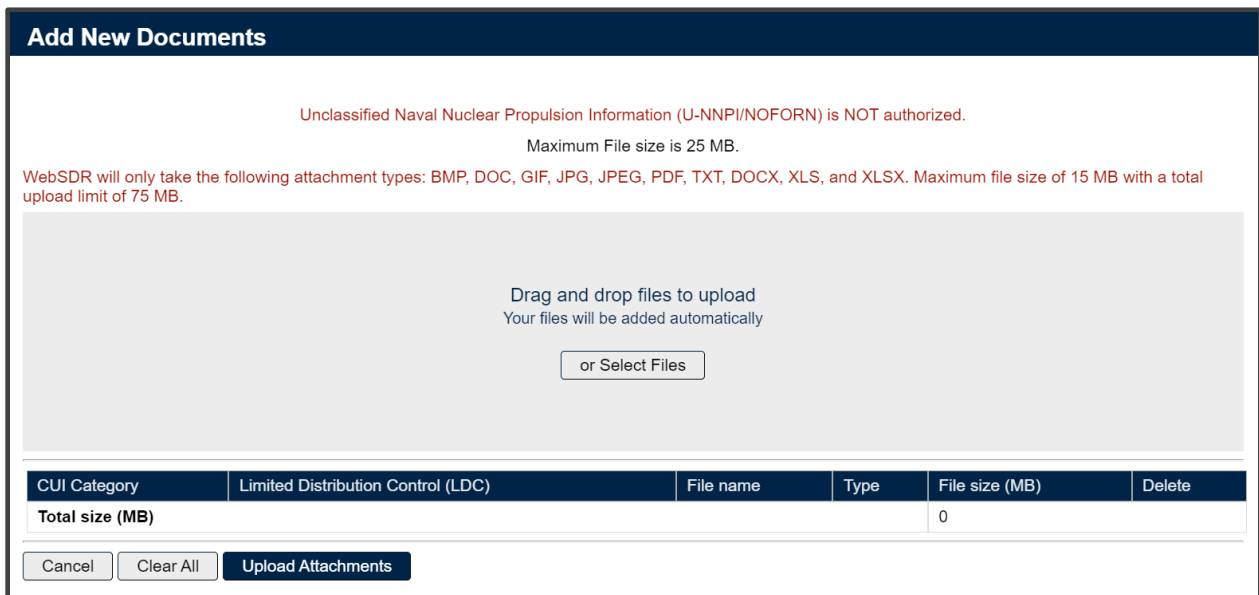


Figure 7.4

- D. If sending the SDR to WebSDR, the following requirements must be met. Permitted file formats that can be used in the DoD WebSDR for uploading supporting files: BMP, DOC, GIF, JPG, JPEG, PDF, TXT, DOCX, XLS, and

XLSX. File size: maximum file size limit for uploading supporting documentation is 5 megabytes (5MB).

- E. Click 'Upload' to complete the action. Click the Cancel button to return to the Upload Attachment Listing page.
- F. When the file has been successfully uploaded, it will display in the Upload Attachment Listing page (see **Figure 7.5**).
- G. Click the 'Back' button to return to the SDR Originator – Add/Edit page.
- H. To delete an attached file, use the 'Delete' button (see **Figure 7.5**).

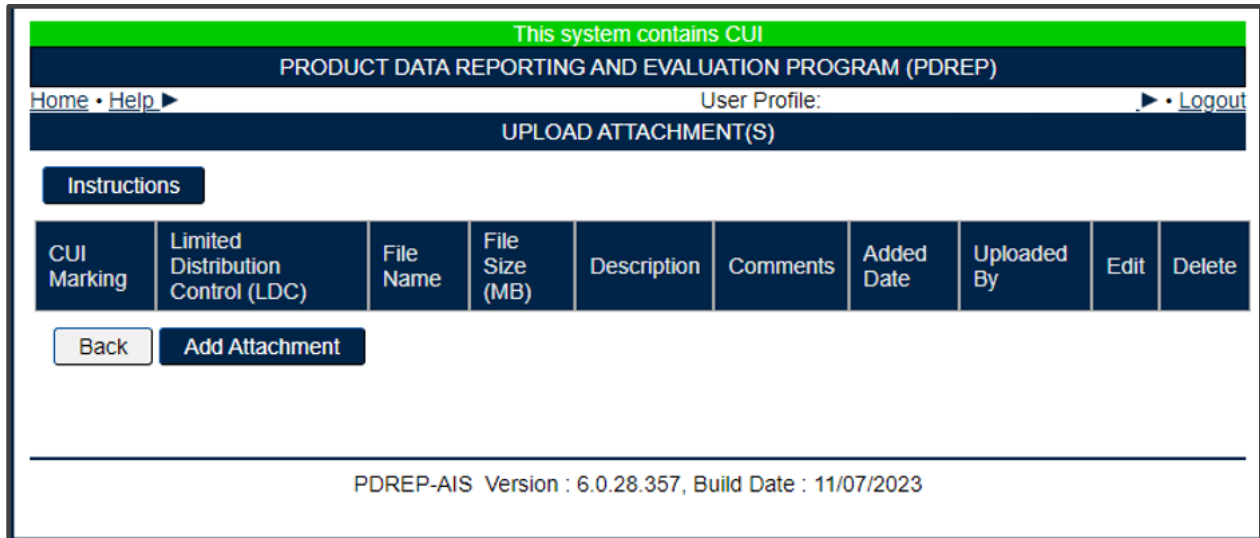


Figure 7.5

For more information on attaching a file in PDREP, refer to the user guide “Attaching a File in PDREP”, located on the Guides and Manuals page of the PDREP website.

Files of various types that support the SDR or the investigation can be attached to a SDR in PDREP. Click the 'View/Upload Files' link to see any files that have been attached to the SDR. The number of currently attached files will appear in parentheses. To attach new files, click the 'View/Upload Files' link, then click 'Add Attachments' and follow the instructions on the page. For detailed instruction see **Section 4.3, Figure 4.26** Button Functionality. The maximum file size for any single attachment is 5 megabytes (5MB).

7.4 Exhibit Tracking

- A. The 'Exhibit Tracking' hyperlink will open the Shipment Tracking page. This page is used to track the exhibit when it is shipped to a different DODAAC. For specific instructions for use of the exhibit tracking see the Exhibit and Shipment Tracking User Guide located via the provided link:

[https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/PDREP-PQDR Exhibit Shipment Tracking.pdf](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/PDREP-PQDR_Exhibit_Shipment_Tracking.pdf)

- B. 'Create DD-1348' hyper link will open the Edit DD1348 Form Screen (see **Figure 7.6**).

Record No.	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE	DELETE
- 190003					Create 1348 for: [dropdown]	No 1348 exists	SDR	

Figure 7.6

- C. Use the 'Create 1348' hyperlink to create a DD-1348; after clicking the hyperlink the DD 1348 Form will display (see **Figure 7.7**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: **USER GUIDE** ▶ • Logout

DD 1348 FORM

MODE: Create new 1348 APP: SDR

Click button to autofill from existing SDR

MILSTRIP DATA

KEY: M98808 - 190003

Document Number (30-44): <input type="text"/> (M) Suffix : <input type="text"/>	NSN (8-22): <input type="text"/>
Doc Indent (1-3): <input type="text"/>	RI From (4-6): <input type="text"/>
M&S (7): <input type="text"/>	UI (23-24): <input type="text"/>
Supp Addr (45-50): <input type="text"/>	SIG (51): <input type="text"/>
Fund (52-53): <input type="text"/>	Distribution (54-56): <input type="text"/>
Project (57-59): <input type="text"/>	Priority (60-61): <input type="text"/>
Req'd Del Date (62-64): <input type="text"/>	Adv (65-66): <input type="text"/>
RI (67-69): <input type="text"/>	PUR (70): <input type="text"/>
CC (71): <input type="text"/>	MGT (72): <input type="text"/>
MCC (73): <input type="text"/>	Unit Price (74-80): <input type="text"/>

1348 DOCUMENT DATA

(2) Ship From DODAAC: <input type="text"/> <input type="button" value="Auto Fill"/>	(3) Ship To DODAAC: <input type="text"/> <input type="button" value="Auto Fill"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
(4) Mark For: <input type="text"/>	(5) DOC Date: <input type="text"/>
(6) NMFC: <input type="text"/>	(7) FRT Rate: <input type="text"/>
(8) TYP Cargo: <input type="text"/>	(9) PS: <input type="text"/>
(10) Qty Rec'd: <input type="text"/>	(11) UP: <input type="text"/>
(12) Unit Weight: <input type="text"/>	(13) Unit Cube: <input type="text"/>
(14) UFC: <input type="text"/>	(15) SL: <input type="text"/>
(16) Freight Classification Nomenclature: <input type="text"/>	(19) NO Cont: <input type="text"/>
(17) Item Nomenclature: <input type="text"/>	(21) Total Cubed: <input type="text"/>
(18) TY Cont: <input type="text"/>	(23) Date Received: <input type="text"/>
(20) Total Weight: <input type="text"/>	
(22) Received By: <input type="text"/>	

ADDITIONAL DATA (Maximum 200 characters):

Location Detail:

Figure 7.7

- D. Click the 'Auto Populate From SDR data' button and the form will auto populate with information from the SDR. Add any additional data required and click the 'Save' button at the bottom of the form. After saving the data, the Edit DD1348 Form screen will appear as shown in **Figure 7.8**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: USER GUIDE ▶ • Logout

Edit DD1348 FORM

Record Control Number: M98808-190003
Application: SDR

Record No.	View	Contract No.	NSN	DOC/REQ NO.	1348 SUFFIX	CREATE	EDIT	RECORD TYPE	DELETE
190003	View PDF			NAVYTOMARINE1181TEST	C	Add additional 1348 for _____	Edit existing 1348 (Suffix C.)	SDR	Delete

Figure 7.8

- E. The Edit DD 1348 Form allows an additional DD 1348 to be created or deleted, and the 'View PDF' hyperlink will appear, allowing the user to print a PDF version of the form.

7.5 Home

Clicking the 'Home' hyperlink will bring the user directly to the PDREP home page.

7.6 Help

Hover over the 'Help' hyperlink located in the upper left corner on all PDREP screens and a list of help options for PDREP will appear (see **Figure 7.9**).

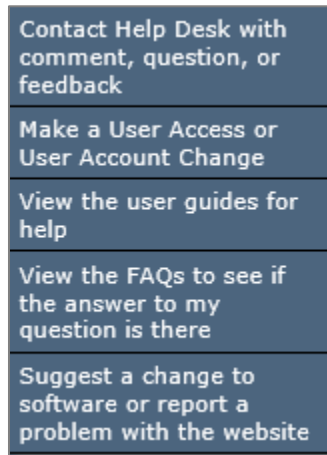


Figure 7.9

7.7 User Information

Hover your mouse pointer over the 'User Profile' hyperlink located on the upper right portion of the screen and a list of options for the User Profile will appear. Selecting any of the options will allow the user to go directly to that page within the User Profile.

8 SUMMARY

This concludes the Supply Discrepancy Report (SDR) user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

The SDR user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS.

Questions, comments or concerns regarding the SDR module or this guide should be directed to the PDREP Customer Support Desk.

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

9 APPENDIX 1: DATA DICTIONARY

FIELD NAME	DESCRIPTION
ACT BILLING ADJUSTMENT	Indicates whether a debit or credit, or no adjustment made.
ACT DISTRIBUTION	Text box for internal distribution.
ACT DOCUMENT NUMBER	Serial number of document used for material disposition.
ACT INVOICE BILL ATTACHED	Indicates yes or no for invoice bill attached.
ACT MAT PICKED UP DAYS	Number of days until material will be picked up.
ACT MATERIAL DISPOSITION	Indicates whether material should be retained or disposed of.
ACT MATERIAL MOVEMENT DOC	Indicates if shipping documentation is available to Action Point.
ACT MATERIAL SHIPPED	Indicate material shipment method (e.g., FedEx, USPS).
ACT PAYMENT METHOD	Indicate whether shipment is prepaid or collect.
ACT PREPARING OFFICIAL	Name, title, phone (24a).
ACT REMARKS	Narrative block for action point comments.
ACT REP WILL CALL DAYS	Number of days until representative will call for discussion.
ACT REPLACEMENT DISPOSITION	Indicates vendor replacement, new requisition or no new material required.
ACT SHIPMENT METHOD	Indicates how material is to be shipped (e.g., FedEx, USPS).
ACT SHIPPING COMMENTS	Text field used to clarify action point actions/information.
ACT TRACKING NUMBER	Text field for storing WebSDR tracking number.
ACT VENDOR DELIVERY DATE	Latest date in which replacement will be made if applicable.
ACTION CODE	Code used to describe the action requested to be taken by the originator.
ACTION POINT ADDRESS (1)	Action point physical address line 1.
ACTION POINT ADDRESS (2)	Action point physical address line 2.
ACTION POINT ADDRESS (3)	Action point physical address line 3.
ACTION POINT DODAAC	DODAAC of the action point activity.

FIELD NAME	DESCRIPTION
ACTION POINT DUE DATE	Date response is due, based on 30 calendar days from receipt of system SDRs, 55 for all others.
ACTION POINT E-MAIL ADDRESS	E-mail address of focal point (POC) default mailbox no such field.
ACTION POINT EXTENSION DATE	Date the originator extended the original action point due date to.
ACTION POINT NAME	Action point activity name.
ACTION POINT RELEASE DATE	The date in which the action point completes the investigation and returns a response to the Originator.
ADDED ACTIVITY	DODAAC of SDR creator.
ADDED DATE	Date the SDR was added to PDREP.
CLOSED DATE	The date the SDR is closed.
CONTRACT ADMIN ADDRESS	Not used at this time.
CONTRACT ADMIN ADDRESS (1)	CAO activity address line 1.
CONTRACT ADMIN ADDRESS (2)	CAO activity address line 2.
CONTRACT ADMIN ADDRESS (3)	CAO activity address line 3.
CONTRACT ADMIN NAME	CAO activity name.
CONTRACT ADMIN OFFICE	DODAAC of the Contract Administrative Office.
CREATOR CODE	User id of user who electronically initiated the SDR (regardless of designated Originator).
CREDIT CARD IND	Not used at this time.
DISCREPENCY CODE	Code used to describe the discrepancy found by the originator.
DISPOSITON CODE	Code use to describe the action taken by the action point.
DISTRIBUTION	Text field for entry of office codes, copy to file, etc., (no e-mail addresses).
DISALLOW AP CLOSING INDICATOR	Indicator used by the originator to prevent the action point from closing an SDR.
FOLLOW UP DATE	Date used by originator to track when the last time a follow up to an SDR was sent to the action point.
FMS REPORT NUMBER	Serial number of Foreign Material Sales (FMS) SDR.

FIELD NAME	DESCRIPTION
FUNDING ACCOUNTING DATA	Text field for relevant funding and accounting data.
HAZARDOUS INDICATOR	Indicator used to indicate whether an item is hazardous or not.
INVOICE DATE	Date of invoice if applicable.
INVOICE NUMBER	Invoice number.
JOB ORDER NUMBER	Funding document number for job.
KEOP	Key operation within job.
MATERIAL LEVEL CODE	Navy Material Level Code.
MATERIAL MANAGEMENT CODE	Code used by USMC to identify the item manager.
NARRATIVE	Originator comments.
NO RESPONSE INDICATOR	Indicator to indicate when the action activity is nonresponsive.
ORDERED NSN COG	Code used to identify inventory manager store account, and material type.
ORDERED NSN FSC	Four-digit code representing a description of the material.
ORDERED NSN NIIN	Last nine digits of the NSN for the material ordered.
ORDERED NSN SMIC	Special material identification code used as an extension of the NSN of the material ordered.
ORDERED NOMENCLATURE	Name associated with the FSC of the ordered material.
ORDERED PART NUMBER	Part number of ordered item.
ORDERED QUANTITY DEFICIENT	Number of ordered items being reported as deficient.
ORDERED QUANTITY RECEIVED	Number of ordered items received.
ORDERED QUANTITY SHIPPED	Number of ordered items provided to a carrier for movement.
ORDERED TOTAL COST	Unit price time's number of units ordered.
ORDERED UNIT CODE	Two-character code that denotes a physical count of an item (e.g., EA).
ORDERED UNIT PRICE	Cost to recipient for each item ordered.
ORIGINATOR ACTIVITY	DODAAC reporting discrepancy.
ORIGINATOR ADDRESS	Not used at this time.
ORIGINATOR ADDRESS (1)	DODAAC Title.

FIELD NAME	DESCRIPTION
ORIGINATOR ADDRESS (2)	Street address of reporting DODAAC.
ORIGINATOR ADDRESS (3)	Town, state and zip code of reporting DODAAC.
ORIGINATOR E-MAIL ADDRESS	E-mail address of POC at reporting DODAAC.
ORIGINATOR NAME	DODAAC name of the Originator.
ORIGINATOR RELEASE DATE	Date Originator sent SDR to Action Point.
PREPARATION DATE	Date the SDR was prepared.
PREPARING OFFICIAL	Name, title, phone, etc., of Originator.
PROBLEM CODE	Code used to describe the type of SDR. (I.e. Type 6 or 7).
PROJECT NUMBER	Shipyards use this field to annotate which project the SDR is related to.
REBUTTAL DATE	Date the Originator rebutted or requested the action taken to be reconsidered.
RECEIVED NSN COG	Two-digit code preceding FSC of material received.
RECEIVED NSN FSC	Four-digit code tied to a description of the material received.
RECEIVED NSN NIIN	Last nine digits of the NSN for the material received.
RECEIVED NSN SMIC	Special Material Identification Code used as an extension of the NSN for the material received.
RECEIVED NOMENCLATURE	NIIN or FSC material description of received material.
RECEIVED PART NUMBER	Part number of the received item.
RECEIVED QUANTITY DEFICIENT	Number of items received which were deficient.
RECEIVED QUANTITY RECEIVED	Number of items received.
RECEIVED QUANTITY SHIPPED	Number of received items provided to a carrier for movement.
RECEIVED TOTAL COST	Unit price time's number of units received.
RECEIVED UNIT CODE	Code that denotes a physical count of an item (e.g., EA).
RECEIVED UNIT PRICE	Cost to recipient for each item received.
REPORTING DODAAC	Department of Defense Activity Address Code of the activity from which the SDR is sent.

FIELD NAME	DESCRIPTION
REQUISITION NUMBER	The requisition activity number, e.g., requisition purchase request.
SECURITY CODE	Code to indicate security requirements of material.
SERIAL NUMBER	2-digit year + 4-digit sequence number. The Originator DODAAC + SERIAL NUMBER = SDR Report Number.
SHIPPER ACTIVITY	Cage code or DODAAC of company/activity that provides material to carrier for movement.
SHIPPER ADDRESS	Not used at this time.
SHIPPER ADDRESS (1)	Title of company/activity providing material to carrier for movement.
SHIPPER ADDRESS (2)	Street address of shipping activity.
SHIPPER ADDRESS (3)	Town, state and zip code of shipping activity.
SHIPPER E-MAIL ADDRESS	E-mail address of POC at shipping activity.
SHIPPER NAME	Name of the activity/company that provides material to a carrier for movement.
STORAGE ACCOUNT CODE (SAC)	Code to indicate storage requirements of material.
TRANSPORTATION DOCUMENT NUMBER	Unique Identifying Serial Number on transportation document (e.g., GBL, manifest, waybill).
TYPE CODE	Determine if the type of SDR is Packaging, Shipping, or both.
UPDATE ACTIVITY	User code of last user to electronically save changes to the SDR in PDREP.
UPDATE DATE	Date of the last update to the record.